

BREWSTER CENTRAL SCHOOL DISTRICT

2019-20 BUDGET DEVELOPMENT CALENDAR

Budget data evaluation and analysis is an ongoing endeavor throughout the entire fiscal year.

Board of Education	Administration	Clerk of Board	New York State	Description
	October			Budget forms are distributed to all appropriate supervisory personnel
October 23, 2018				Board of Education Meeting: Budget Calendar
	November			Current year budget data is reviewed and subsequent year program / staffing needs are discussed
			November	Employees' Retirement System (ERS) contribution rate is released (tentative)
November 13, 2018				Board of Education Meeting: Long Range Financial Planning
Tuesday	November 20, 2018			Budget Workshop - Budget 101: Overview / Goals / "zero-based" Techniques / Contingency / Appropriated Fund Balance
	December			Initial budget requests are submitted to the Superintendent
Wednesday	December 12, 2018			Budget Workshop - Budget 101: Salaries / Benefits
	January			Year-end Fund Balance projection is prepared and analyzed as of 12/31
	January			Mid-year purchasing moratorium is applied to current year budget
			January	<i>Executive</i> State Aid proposal is released (tentative)
Monday	January 14, 2019			Budget Workshop - Budget 101: Contractual / Supplies / BOCES Services
	February			Year-end Fund Balance projection is prepared and analyzed as of 1/31
			February	Teachers' Retirement System (TRS) contribution rate is released (tentative)
Monday	February 11, 2019			Budget Workshop - Budget 101: State Aid / Tax Cap / Other Revenues
February 26, 2019				Board of Education Meeting: Initial Budget Presentation
	March			Year-end Fund Balance projection is prepared and analyzed as of 2/28
			March	<i>Legislative</i> State Aid proposal is released (tentative)
	March 1, 2019			Tax Levy Limit is calculated and submitted to NYS Comptroller's Office
March 12, 2019				Board of Education Meeting: Budget Follow-up
	March 22, 2019	March 22, 2019		Deadline for submission of propositions requiring legal notice disclosure
March 26, 2019				Board of Education Meeting: Budget Follow-up
	April			Year-end Fund Balance projection is prepared and analyzed as of 3/31
			April	<i>Adopted</i> State Aid budget is released (tentative)
		April 5, 2019		First legal notice with budget vote information is published in local newspapers of general circulation
April 9, 2019				Board of Education Meeting: Budget Follow-up
		April 19, 2019		Second legal notice with budget vote information is published in local newspapers of general circulation
		April 22, 2019		Deadline for submission of nominating petitions for Board of Education Trustee Election
April 23, 2019				Board of Education Meeting: Budget Adoption by Board of Education
	April 24, 2019	April 24, 2019		Property Tax Report Card is submitted to NYS Education Department & transmitted to local newspapers of general circulation
	May			Year-end Fund Balance projection is prepared and analyzed as of 4/30
		May 3, 2019		Third legal notice with budget vote information is published in local newspapers of general circulation
	May 7, 2019			Budget Statement is made available and published on BCSD website
May 14, 2019				Board of Education Meeting: Budget Hearing
	May 15, 2019			Budget Notice (Newsletter) is mailed to residents
		May 17, 2019		Fourth legal notice with budget vote information is published in local newspapers of general circulation
May 21, 2019				Annual Budget Vote & Trustee Election: 6AM - 9PM
May 28, 2019				Board of Education Meeting: Acceptance of Budget Vote & Trustee Election Results