

# BREWSTER CENTRAL SCHOOL DISTRICT

## 2020-21 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 15, 2019				Board of Education Meeting: <a href="#">Budget Calendar</a>
	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 12, 2019				Board of Education Meeting: <a href="#">Long Range Financial Planning</a>
	November 19, 2019			Budget Workshop - <a href="#">Budget 101 Overview: Goals / "zero-based" Techniques / Data / Estimates / Contingency</a>
	December			Initial budget requests are submitted to the Superintendent
	December 3, 2019			Budget Workshop - <a href="#">Budget 101 Revenues: State Aid / Tax Cap / Other Revenues / Appropriated Fund Balance</a>
	December 17, 2019			Budget Workshop - <a href="#">Budget 101 Expenditures: Salaries / Benefits / "ECRB" / Debt Service / Transfers-Out</a>
	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)
January 28, 2020				Board of Education Meeting: <a href="#">Initial Budget Presentation</a>
	February			Year-end Fund Balance projection is prepared and analyzed as of 1/31
			February	Teachers' Retirement System (TRS) contribution rate is released (tentative)
February 11, 2020				Board of Education Meeting: <a href="#">Budget Follow-up</a>
February 25, 2020				Board of Education Meeting: <a href="#">Budget Follow-up</a>
	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 10, 2020				Board of Education Meeting: <a href="#">Budget Follow-up</a>
	March 20, 2020	March 20, 2020		Deadline for submission of propositions requiring legal notice disclosure
March 24, 2020				Board of Education Meeting: <a href="#">Budget Follow-up</a>
	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 3, 2020		First legal notice with budget vote information is published in local newspapers of general circulation
		April 17, 2020		Second legal notice with budget vote information is published in local newspapers of general circulation
		April 20, 2020		Deadline for submission of nominating petitions for Board of Education Trustee Election
April 21, 2020				Board of Education Meeting: <a href="#">Budget Adoption by Board of Education</a>
	April 22, 2020	April 22, 2020		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 1, 2020		Third legal notice with budget vote information is published in local newspapers of general circulation
	May 5, 2020			Budget Statement is made available and published on BCSD website
May 12, 2020				Board of Education Meeting: <a href="#">Budget Hearing</a>
	May 13, 2020			Budget Notice (Newsletter) is mailed to residents
		May 15, 2020		Fourth legal notice with budget vote information is published in local newspapers of general circulation
May 19, 2020				<a href="#">Annual Budget Vote &amp; Trustee Election: 6AM - 9PM</a>
May 26, 2020				Board of Education Meeting: <a href="#">Acceptance of Budget Vote &amp; Trustee Election Results</a>