

# VALLEY STREAM 30 UFSD 2012-13 BUDGET DEVELOPMENT CALENDAR

*Revised 12/12/2011*

October 17, 2011*	Present 2012-13 budget calendar and budget development procedures to the Board of Education for review
October 24, 2011**	Board of Education adopts 2012-13 budget calendar and budget development procedures
November 1, 2011	Asst. Superintendent for Business distributes budget guidelines
November 14, 2011*	Present 2012-13 preliminary budget forecast and budget assumptions to the Board of Education
November 23, 2011	Budget builders submit draft budget to Asst. Superintendent for Business
December 2011	Asst. Superintendent for Business meets with budget builders throughout the month to review draft budget
December 10, 2011	Building Facility Tour
January 23, 2012*	Present the following 2012-13 budget components to the Board of Education for review and comment <ul style="list-style-type: none"> <li>▪ Instructional</li> <li>▪ Special Education</li> </ul>
January 30, 2012**	Present the following 2012-13 budget components to the Board of Education for review and comment <ul style="list-style-type: none"> <li>▪ Operational &amp; General Support (Operations &amp; Maintenance, Transportation and General support)</li> <li>▪ Debt Service &amp; Employee Benefits</li> </ul>
February 1, 2012	Community Forum
February 13, 2012*	Share feedback from the Community Forum with the Board of Education
February 27, 2012**	Finalize 2012-2013 educational plan and budget (including BOCES budget) before March 1, 2012 due date for calculation for tax levy limit and April 23, 2012 due date for Property Tax Report Card
March 1, 2012	Submit 2012-13 calculation for tax levy limit to Comptroller, Tax and Finance and SED
March 19, 2012***	Board of Education adopts budget
March 19, 2012	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 23, 2012, and submitted to local newspaper of general circulation
March 27-31, 2012	First publication of legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote

April 2012	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots
April 2012	Appointment of clerks and inspectors of elections for budget vote
April 16, 2012	Deadline for submission of petitions for nominations of BOE candidates (30 days before election)
April 16, 2012	Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote)
April 16, 2012	Inform candidates of legal requirement for all candidates for election to Board of Education and Library Board to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date
April 17, 2012	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 20, 2012	Final date for budget adoption by the BOE.
April 23, 2012	Last day to submit Property tax report card; must be submitted to local newspaper of general circulation
April 30, 2012	Budget statement and required attachments available to residents of the district 14 days prior to the annual meeting and 7 days prior to the budget hearing
May 2012	Mail district newsletter (include full disclosure information)
May 2012	Prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at the board of elections
May 7, 2012	Budget hearing – budget statement and required attachments available 7 days prior to budget hearing
May 8, 2012	Budget notice must be mailed to eligible voters after the budget hearing and but no later than six days prior to the vote
May 8, 2012	Conduct voter registration with board of registration (if applicable)
May 8, 2012	Last Voter Registration Day at the office of the District Clerk
May 9-14, 2012	District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
May 10, 2012	Voter register available at the office of the District Clerk
May 10, 2012	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education and Library Board to be filed with the District Clerk and Commissioner of Education five days prior to vote date

May 10-14, 2012	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board
May 15, 2012	Statewide annual meeting / board election / budget vote day
June 12, 2012	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education and Library Board
June 19, 2012	Statewide budget revote day
July 1, 2012	Implement 2012-13 Budget

- \* Board of Education Work Session meeting
- \*\* Board of Education Regular meeting
- \*\*\* Board of Education Special meeting