



WEBSTER CENTRAL SCHOOL DISTRICT

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Date: 11/20/2020

**2021-22 Budget Development Calendar**

- December 3, 2020 Present 2021-22 draft budget calendar and budget development procedures to the BOE for review. Present 2021-22 preliminary budget forecast and budget assumptions to the BOE.
- December 2020 Meet with directors to review budget guidelines and timelines.
- Dec.-Jan. 20/21 Meet with individual administrators and directors.
- January 2021 Begin Budget Advisory Committee meetings.
- January 31, 2021 Building budgets and BOCES services requests due.
- February 11, 2021 Present tax levy limit to Board of Education. Review initial state aid and revenue budgets (governor’s proposal) if available.**
- March 1, 2021 Tax levy limit calculation due to the Office of the State Comptroller.**
- March 4, 2021 Present the B&G, transportation, debt service, benefits budgets, Review initial state aid and revenue budgets (governor’s proposal) if necessary
- March 18, 2021 Present BOCES, special education, and instructional budgets. Present draft budget.
- April 3, 2021 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 15, 2021**                    **Budget adoption by the BOE. Budget document available to the public, arrange for the pickup and return of voting machines with the Board of Elections contractor. April 23, 2021, is the last legal day to adopt.**
- April 16, 2021**                    **Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 26, 2020. Also, submit property tax report card to the local newspaper within 24 hours of budget adoption.**
- April 19, 2021                    Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote).
- April 19, 2021                    Deadline for submission of petitions for nominations of BOE candidates. Inform candidates of legal requirement for all candidates for election to the Board of Education 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 30 days prior to vote date. Date for drawing by district clerk for determination of order for listing BOE candidates on the ballot or voting machine the following day.
- April 27, 2021                    Budget statement and required attachments available at least 14 days prior to the budget vote.
- May 1, 2021                        Mail district newsletter, 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 6, 2021**                        **Budget Hearing**
- May 12, 2021                    Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
- May 17, 2021                    District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection five days prior to the annual meeting except Sunday (public posting no longer required).
- May 13-27, 2021                    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 24 hours of receipt by candidates for membership on the BOE and library board.
- May 18, 2021**                        **Budget vote day**
- July 1, 2021                        Implement the 2021-22 budget.