



Onondaga Central School District

315-552-5001/fax 315-492-4650

Email: jwoody@ocs.cnyric.org

BUDGET DEVELOPMENT CALENDAR 2019-20

July – October	Begin 2018-2019 Budget Year and Close 2017-2018 Books
October 9, 2018	Board of Education Meeting. Present draft 2019-20 budget calendar and budget development procedures to the Board of Education for discussion.
October 23, 2018	Board of Education Meeting. Present 2019-20 budget calendar and budget development procedures to the Board of Education for adoption.
November 13, 2018	Board of Education Meeting
November 2018	Present the budget guidelines to building principals.
December 11, 2018	Board of Education Meeting
December 1-14, 2018	Principals review current BOCES services and determine needs for 2019-20 school year and provide confirmation to the Business Office
December 21, 2018	BOCES Initial Requests Due to BOCES
January 2019	Contact Board of Elections to arrange for use of voting machines at the annual meeting
January 2019	Leadership Team Meeting-Review staffing projections
Late January/Early February 2018	Superintendent/Business Administrator review building/departments budget requests with Building Principal
January 8, 2019	Board of Education Meeting
January 10, 2019	Principal Budget Requests for Buildings submitted to the business office for the 2019-2020 school year.
January 22, 2019	Expected Governors Executive Budget
January 22, 2019	Board of Education Meeting
February 2019	Contact Poll Workers and Arrange Schedule for Annual Meeting
February 5, 2019	Board of Education Meeting Review the Governor's executive budget proposal and present 2019-2020 preliminary budget forecast to the Board of Education
February 15, 2019	Commissioner of Taxation and Finance will calculate the tax base growth factor and notify districts of information for the tax levy limit calculation.
February 26, 2019	Board of Education Meeting
February/March/April 2019	Petitions for the Board of Education available at the district office
March 1, 2019	Submit information necessary for the calculation of the tax levy limit to the state comptroller, commissioner of education, and commissioner of taxation and finance
March 12, 2019	Board of Education Meeting Budget Update to the Board of Education—General Support, O&M, Transportation, Benefits, Debt Service
March 26, 2019	Board of Education Meeting

	<p>Appointment of clerks and inspectors of election for budget vote. Arrange for the pickup and return of voting machines with the Board of Elections contractor.</p> <p>Budget Update to the Board of Education-Instruction, Special Education, BOCES and Present the draft 2019-20 budget to the Board of Education for review and comment</p>
April 2-5 2019 (April 12 & 26, May 10)	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication at least 45 days before date of budget vote
April 9, 2019	Board of Education Meeting Present the draft 2019-20 budget to the Board of Education for review and comment. Potential Budget adoption by the BOE, but no later than April 20th.
April 22, 2019	Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote)
April 22, 2019	Deadline for submission of petitions for nominations of BOE candidates. Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material.
April 22, 2019	First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date.
April 22, 2019	Board of Education Meeting BOCES Annual Election and Statutory budget vote on 2019-20 BOCES Administrative Budget
April 24, 2019	BOCES Final Requests Due
May 3 - May 15, 2019	District clerk must mail absentee ballots to residents who request them.
April 22, 2019	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 22, 2019	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots.
April 22, 2019	Final date for 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 29, 2019	Property tax report card submitted to SED and to Syracuse Post Standard within 24 hours of budget adoption, but no later than April 29 th .
April 25, 2019	Provide information to the board of elections to program the voting machines.
May 7 – 14, 2019	Budget statement and required attachments must be made available upon request, at each school building and at the district office, public library and on the district website at least 7 days before the budget hearing and 14 days before the budget vote.
May 3 - 15, 2019	Budget notice must be mailed to eligible voters after the budget hearing but no later than six days prior to the vote.
May 4, 2019	Approve Proof of the Voting Ballots.
May 8, 2019	Final Check of Voting Machines to Prepare for Budget Vote with board of elections.
May 14, 2019	Board of Education Meeting Budget hearing (6:00 pm) budget statement and required attachments available 7 days prior to budget hearing.

Through May 20, 2019	District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
May 16-20, 2019	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.
May 21, 2019	Board of Education Meeting Statewide annual meeting/board election/budget vote day (7 am – 9 pm)
June 13, 2019	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.
June 18, 2019	Statewide budget revote day
July 1, 2019	Implement 2019-20 Budget