

**Massena Central School District
Budget Calendar
2019-20 Budget Year**

November - January	Start reviewing budget assumptions & Fund Balance usage Superintendent meet with Building Administrators to come up with a plan
December 13, 2018	Regular BOE Meeting and Finance Committee meeting Finance Committee to review Budget Calendar & BOE Adoption of 2019-20 Budget Calendar
January 17, 2019	Regular BOE Meeting and Finance Committee review preliminary budget assumptions & forecast Review General Support, Debt Service, Transportation, Central Services, Technology, Athletics, Extracurriculars
February 4, 2019	Finance Committee Meeting to review Governor's Proposal, Instruction, Supervision, Staffing, Employee Benefits, Curriculum Development, Special Education, School Lunch Budget
February 14, 2019	Regular BOE Meeting and Finance Committee to review a draft budget, Revenues, Reserves, Projected Fund Balance, Tax Cap Calculation First Public Forum on Budget
February 20, 2019	BOCES Final Service Request forms available
March 1, 2019	Submit 2019-20 Tax Levy Limit to Office of Comptroller, Tax and Finance & SED
March 14, 2019	Regular BOE Meeting and Finance Committee to review BOCES Budget and updated draft budget Second Public Forum on Budget
March 29, 2019	BOCES Final Service Request due
April 5, 2019	Fist Legal Notice of School Budget Hearing and Budget Vote <i>Must be advertised 4 times, last publication within 4 days of Budget Hearing</i>
April 22, 2019	Regular BOE Meeting and Adoption of the 2019-20 Proposed Budget, appointment of clerk and inspectors of elections for Budget Vote/BOE Election and approval of Property Tax Report Card <i>Must be adopted by April 23, 2019</i> Vote on BOCES Admin Budget, BOCES BOE Members, consider any propositions to be placed on the ballot, and approval of the 2019-20 BOCES Final Commitment Form
April 29, 2019	Property Tax Report Card must be submitted to SED
May 2, 2019	Budget Statement and required attachments must be made available upon request and posted on district website <i>Must be 7 days before Budget Hearing</i>
May 9, 2019	Hold Budget Hearing <i>Must be 7-14 days before Budget Vote</i>
May 15, 2019	Mail Budget Notice to eligible voters <i>Must be after the Budget Hearing, but no later than 6 days prior to Budget Vote</i>
May 21, 2019	Annual Budget Vote
June 20, 2019	Regular BOE Meeting
July 1, 2019	Implement 2019-20 Budget