

ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
SCHOOL BUDGET TIMETABLE - DEADLINES AND ACTIONS
2013-14

N-8

DEADLINE	BUDGETARY ACTION	PERSON(S) RESPONSIBLE
November 2012		
	Superintendent, Administrators, Business Manager, Purchasing agent meet to review procedures	
	BOCES Department Meetings	
December 2012		
Mon 3	District-wide Budget Meeting	Mary Beth/Deb
January 2013		
	Administrators/Grant Writers/BOCES/Maintenance/ Bus Garage/Athletic Director/Other meetings as needed	Mary Beth/Deb
Monday 14	All Staff Budget requests due to their Building Administrators	Administrators
Mon 14	Regular BOE Meeting	
Fri 18	Prelim Admins/Athletics/Maintenance/Transportation budgets due	Andy/Dawn/Joe/ Mike C/Todd/Mike B
Mon 28	Regular BOE Meeting - Budget Forecast & Assumptions	Mary Beth/Deb
Wed 30	Final Admins/Athletics/Maintenance/Transportation Budgets due	Andy/Dawn/Joe/ Mike C/Todd/Mike B
February 2013		
Mon 11	Regular BOE Meeting - Expenditures & Revenue Review	Mary Beth/Deb
Mon 25	Regular BOE Meeting - Review Projected Cuts to get to Tax Levy Cap	Mary Beth/Deb
March 2013		
Fri 1	Submit Tax Levy Limit info on State Comptroller's website	Deb
Mon 4	ALBANY LOBBY DAY	
Mon 11	Regular BOE Meeting-Continued Budget Review	Mary Beth/Deb
Mon 18	Budget Workshop (if needed)	
Mon 25	Regular BOE Meeting-Continued Budget Review	Mary Beth/Deb
April 2013		
Sat 6	Legal Notice Published - 1st time	Deb
Tues 9	GST BOCES Annual Meeting	
Wed 17	Regular BOE Meeting -Final Budget Review (BOCES Admin Vote)	
Sat 20	Legal Notice Published - 2nd time	Deb
Mon 22	Deadline for submission of Petitions for Propositions to be placed on the Ballot.	Mary Beth/Deb
Mon 22	Deadline for submission of Board of Education Candidate Petitions	Colleen
Mon 22	First day Absentee Ballots Can Be Mailed	Colleen
Mon 22	Regular BOE Meeting - Budget Adoption	Mary Beth/Deb
Tues 23	Mail Budget DID	MB/Deb/Colleen

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Tues 23	Property Tax Report Card submitted to SED & the Star-Gazette (within 24 hours of budget adoption)	Deb
May 2013		
Fri 3	Budget Statement & Required Attachments Made Available	Deb
Sat 4	Legal Notice Published -3rd time	Deb
Mon 13	<i>Regular BOE Meeting - Public Budget Hearing</i>	<i>Mary Beth/Deb</i>
Tues 14	Mail Budget Notice	Deb/Colleen
Tues 14	Last day absentee ballots can be mailed	Colleen
Tues 14	Legal Notice Published - 4th time	Deb
Tues 21	<i>Budget Vote & BOE Member Election</i>	

Publish - April 6, April 20, May 4, May 14, 2013

Petitions Due - Monday, April 22, 2013.

** Additional Meetings to be scheduled as needed.

*** Budget must be adopted by April 26, 2013

last updated 3/19/2013