



WE ARE BALDWIN

**2020
2021
BUDGET**

BUDGET DEVELOPMENT CALENDAR

Date	Action
October 2, 2019*	Present 2020/21 budget calendar to Board of Education for approval.
October 3, 2019	Distribute budget packages to Administrators and Principals with budget parameters and guidelines.
December 2019/ January 2020	Superintendent and Assistant Superintendent for Business meet with budget administrators/developers to review budget requests.
December 11, 2019*	Update on 2020-21 budget development
January 8, 2020*	Update on 2020-21 budget development
February 5, 2020***	Budget Work Session #1: Revenue: Administrative and Capital Components
February 26, 2020**	Budget Work Session #2: Program Component; and Budget Work Session #3: Summary of Revenue; Summary of Administrative, Capital and Program Components; Board of Education adopts the 2020-21 budget (or at their March 11 th meeting).
March 1, 2020	Submit 2020/21 tax levy limit calculation to the Office of the State Comptroller, Tax & Finance & SED.
April 2020	Prepare absentee ballot applications, absentee ballot, related envelopes and directions; obtain and use locked ballot box for absentee ballots.
April 3, 2020	Publish Legal Notice with date, time and place of hearing and budget vote. Must advertise four (4) times within seven (7) weeks with first publication at least forty-five (45) days before budget vote day (May 21, 2019).
April 2020	Appoint Election Inspectors and Clerks for budget vote day.
April 20, 2020	Deadline for petitions; Board of Education, Library Board candidates and propositions. District Clerk advises candidates of the drawing date for ballot listing position. District Clerk advises candidates of their legal requirement to file sworn statements of campaign contributions. First sworn statement due to District Clerk and Commissioner of Education thirty (30) days prior to vote day; April 20, 2020.
April 20, 2020	District Clerk performs drawing for Board of Education candidate ballot listing position.
April 21, 2020****	Nassau BOCES Budget Vote and Election
April 24, 2020	Final date for budget adoption by the BOE; Budget document available to the public
April 27, 2020	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 27, 2020.
April 2020	Transmit property tax report card to local newspapers.
April 29, 2020	Budget statement and required attachments must be available, upon request, at each school building, office of administration, public library and on the district's website at least seven (7) days before the budget hearing and at least fourteen (14) days before budget vote day. In addition, the budget statement with attachments must be available at each voting location on budget vote day.



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May 6, 2020	Board of Education: Budget Hearing. Conduct budget hearing seven (7) to fourteen (14) days before budget vote day. At the hearing the budget must be presented in plain language and in three components; Administrative, Program and Capital.
May 2020	Conduct voter registration with Board of Registration.
May 6-13, 2020	Prepare/finalize budget notice. Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
May 2020	Mail district newsletter (including full disclosure information).
May 2020	Prepare voting machine inserts and transmit to Nassau County Board of Elections; physically examine voting machines for ballot placement and sign statement at the board of elections.
May 2020	Conduct training of Election Inspectors and Clerks, as necessary. Coordinate election site logistics with Principals, Facilities and IT for budget vote day.
May 13-18, 2020	District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection and legal challenge five days prior to the annual meeting except Sunday. (Public posting is no longer required).
May 14, 2020	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; due five (5) days before budget vote day.
May 14-18, 2020	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 Board of Education and Library Board.
May 6-13, 2020	Mail budget notice to eligible voters, no later than six (6) days prior to budget vote day.
May 19, 2020	Statewide Annual Budget Vote Day and Board of Education Trustee Election.
June 10, 2020	Last date to file sworn statements of campaign contributions to the District Clerk and Commissioner of Education; final sworn statement of campaign contributions by candidates for membership on board of Education and Library Board
June 16, 2020	Statewide Budget Revote Day.
July 1, 2020	Implement 2020/21 budget.

*Regular Board Meeting

**Board Budget Work Session Meeting

***Board Budget Work Session Meeting and Regular Board Meeting

****Board Nassau BOCES Budget Vote and Election Meeting



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Please refer to the following Board of Education Policies or Procedures:

Policy or Procedure #	Title
Policy 1050	Annual District Election and Budget Vote
Policy 1130	News Media Relations
Procedure 1130	News Media Relations
Policy 3130	Dissemination of Board Proposed Budget Brochure
Policy 3310	Revenues from Tax Sources
Policy 6110	Budget Planning
Procedure 6110	Budget Planning