# West Valley Central Schools
# 2018-2019 Budget Development Calendar

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| **December 11, 2017** | **Budget Development Calendar presented to Board of Education for adoption** |
| **January 8, 2018** | **Requisition forms distributed to staff** |
| **January 8- February 28, 2018** | **Development of building level budget** |
| **February 12, 2018** | **BOE Meeting 7:00 PM – Preliminary Budget Review and Update** |
| **February 28, 2018** | **Requisition forms due to Business Office** |
| **March 1, 2018** | **Property Tax Cap Submission due to the NYS Comptroller's Office** |
| **March 12, 2018** | **BOE Meeting 7:00 PM – Budget Review & Update** |
| **March 19, 2018** | **Petitions available for Board of Education Candidates from District Clerk** |
| **March 31, 2018** | **1st Publication of Legal Notice for Budget Hearing, Vote, and Election (Subsequent publications on April 14th, April 28th and May 12th) (1st Publication occurs at least 45 days before annual meeting, no sooner than 49 days before annual meeting)** |
| **April 16, 2018** | **Board candidate petitions due to District Clerk by 5:00 p.m. (Not less than 30 days before annual meeting)** |
| **April 17, 2018** | **BOE Meeting 7:00 PM – Final Budget Review, Adoption of 2018-2019 Budget & Property Tax Report Card/Adoption of BOCES Admin Budget** |
| **April 18, 2018** | **Submission of Property Tax Report Card to SED (by the end of the business day following budget adoption/no less than 21 days prior to annual meeting) Submission of Property Tax Report Card to local newspaper** |
| **May 1 – May 15** | **Copies of the budget must be available to the residents upon request (during the 14 days before the vote and on the day of the vote)** |
| **May 3, 2018** | **Voter Registration Day 3:00 -7:00 pm, school foyer (no more than 14 days, nor less than 5 days before vote** |
| **May 7, 2018** | **Annual Budget Hearing 7:00 PM Auditorium (7 to 14 days prior to annual meeting)/BOE Meeting following hearing** |
| **May 8, 2018** | **Budget Notice mailed to district residents (at least 6 days prior to annual meeting)** |
| **May 15, 2018** | **Annual Budget vote and Board of Education Election from 12:00 p.m. to 9:00 p.m. (3rd Tuesday in May)/ BOE Meeting 8:00 p.m.** |

***** Last business day on which BOE can adopt a budget- Tuesday, April 23, 2018 (must be adopted 21 days before prior to date of annual meeting)**