

West Valley Central Schools 2019-2020 Budget Development Calendar



December 10, 2018	Budget Development Calendar presented to Board of Education for adoption
January 7, 2019	Requisition forms distributed to staff
January 7- February 28, 2019	Development of building level budget
February 11, 2019	BOE Meeting 7:00 PM – Preliminary Budget Review and Update
February 28, 2019	Requisition forms due to Business Office
March 1, 2019	Property Tax Cap Submission due to the NYS Comptroller's Office
March 11, 2019	BOE Meeting 7:00 PM – Budget Review & Update
March 18, 2019	Petitions available for Board of Education Candidates from District Clerk
April 6, 2019	1st Publication of Legal Notice for Budget Hearing, Vote, and Election (Subsequent publications on April 20th, May 4th and May 18th) (1st Publication occurs at least 45 days before annual meeting, no sooner than 49 days before annual meeting)
April 22, 2019	Board candidate petitions due to District Clerk by 5:00 p.m. (Not less than 30 days before annual meeting)
April 16, 2019	BOE Meeting 7:00 PM – Final Budget Review, Adoption of 2019-2020 Budget & Property Tax Report Card/Adoption of BOCES Admin Budget
April 17, 2019	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 7 – May 21, 2019	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 9, 2019	Voter Registration Day 3:00 -7:00 pm, school foyer (no more than 14 days, nor less than 5 days before vote
May 13, 2019	Annual Budget Hearing 7:00 PM Auditorium (7 to 14 days prior to annual meeting)/BOE Meeting following hearing
May 14, 2019	Budget Notice mailed to district residents (at least 6 days prior to annual meeting)
May 21, 2019	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- Monday, April 22, 2019 (must be adopted 21 days before prior to date of annual meeting)