

**2018**  
**2019**

## Wynantskill Union Free School District Budget Development

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### DATE

### BUDGET DEVELOPMENT

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January 2018	Present 2018-19 budget calendar and budget development procedures to the BOE for adoption  Meet with BOE (on parameters) Meet with budget builders (administration & department heads throughout the month)
February 2018	Administration considers program budget needs / requests to Superintendent
Feb 15, 2018	Present 2018-19 preliminary budget forecast and budget assumptions to the BOE (as available)
March 1, 2018	Submit 2018-19 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED
March 15, 2018	Present tentative draft budget 2018-19 school year
March 30, 2018	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.  Prepare absentee ballot applications, absentee ballot, related envelopes, and directions, Obtain the locked ballot box for absentee ballots.
March 29, 2018	Budget Workshop (If needed)
April 16, 2018	Deadline for submission of petitions for nominations of BOE candidates (30 days before election) along with candidate's bio. Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote) Property tax report card must be submitted to local newspaper of general circulation Inform candidates of legal requirement for all candidates for election to BOE to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date
April 17, 2018	9 am Ballot drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 19, 2018	Final draft of budget presented to the BOE for approval. Property Tax Report Card must be submitted 24 hours after board approves budget, but no later than April 20, 2018 Appointment of clerks and inspectors of elections for budget vote Budget document available to the public.

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- May 2018                      Prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at the board of elections
- Mail district newsletter and budget notice
- May 7, 2018                      Budget hearing – budget statement and required attachments available 7 days prior to budget hearing
- May 10, 2018                      Second sworn statement of campaign contributions or loans by candidates for membership on the BOE to be filed with the District Clerk and Commissioner of Education five days prior to vote date
- May 10-14, 2018                      District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday.  
(Public posting no longer required)
- 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 twenty-four hours of receipt by candidates for membership on the BOE
- May 15, 2018                      Statewide annual meeting / board election / budget vote day
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- June 4, 2018                      Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on BOE
- June 19, 2018                      Statewide budget revote day
- July 1, 2018                      Implement 2018-19 budget

Board Approved: 11/16/17

