

2017
2018

Wynantskill Union Free School District
Budget Development

DATE

BUDGET DEVELOPMENT

January 2017	Present 2017-18 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 2017	Budget builders submit program budget needs / requests to Superintendent for consideration
Feb 16, 2017	Present 2017-18 preliminary budget forecast and budget assumptions to the BOE (as available)
March 1, 2017	Submit 2017-18 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED
March 16, 2017	Present tentative draft budget 2017-18 school year
March 28, 2017	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 30, 2017	Budget Workshop (If needed)
April 13, 2017	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 24, 2017 Appointment of clerks and inspectors of elections for budget vote Budget document available to the public.
April 17, 2017	Deadline for submission of petitions for nominations of BOE candidates (30 days before election) along with candidates 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 18, 2017	9 am Ballot drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine

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- May 2017 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
- May 4, 2017 Budget hearing – budget statement and required attachments available 7 days prior to budget hearing
- May 5–10, 2017 Mail district newsletter and budget notice
- May 11, 2017 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 11-15, 2017 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 16, 2017 Statewide annual meeting / board election / budget vote day
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- June 5, 2017 Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on BOE
- June 20, 2017 Statewide budget revote day
- July 1, 2017 Implement 2017-18 budget
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Board Approved: 12/15/16

