

**ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
SCHOOL BUDGET TIMETABLE - DEADLINES AND ACTIONS
2012-13**

DEADLINE	BUDGETARY ACTION
November 2011	
	Superintendent, Administrators, Business Manager, Purchasing agent meet to review procedures
Mon 21	BOCES Department Meetings
December 2011	
Mon 12	District-wide Budget Meeting
January 2012	
	Administrators/Grant Writers/BOCES/Maintenance/ Bus Garage/Athletic Director/Other meetings as needed
Monday 9	All Staff Budget requests due to their Building Administrators
Mon 9	Regular BOE Meeting
Fri 13	Prelim Admins/Athletics/Maintenance/Transportation budgets due
Mon 23	Regular BOE Meeting - Budget Forecast & Assumptions
Wed 25	Final Admins/Athletics/Maintenance/Transportation Budgets due
February 2012	
Mon 13	Regular BOE Meeting - Expenditures & Revenue Review
Mon 27	Regular BOE Meeting - Review Projected Cuts to get to Tax Levy Cap
March 2012	
Thurs 1	Submit Tax Levy Limit info on State Comptroller's website
Mon 5	Budget Workshop (if needed)
Mon 12	Regular BOE Meeting-Continued Budget Review
Mon 19	Budget Workshop (if needed)
Mon 26	Regular BOE Meeting-Continued Budget Review

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DEADLINE	BUDGETARY ACTION
April 2012	
Sat 2	Legal Notice Published - 1st time
Mon 2	Regular BOE Meeting - Final Budget Review
Tues 12	GST BOCES Annual Meeting
Sat 14	Legal Notice Published - 2nd time
Mon 16	Deadline for submission of Petitions for Propositions to be placed on the Ballot.
Mon 16	Deadline for submission of Board of Education Candidate Petitions
Mon 16	First day Absentee Ballots Can Be Mailed
Wed 18	Regular BOE Meeting - Budget Adoption (BOCES Admin Vote)
Thurs 19	Mail Budget DID
Thurs 19	Property Tax Report Card submitted to SED & the Star-Gazette (within 24 hours of budget adoption)
Tues 24	Budget Statement & Required Attachments Made Available
Sat 28	Legal Notice Published - 3rd time
May 2012	
Mon 7	Regular BOE Meeting - Public Budget Hearing
Tues 8	Mail Budget Notice
Tues 8	Last day absentee ballots can be mailed
Tues 8	Legal Notice Published - 4th time
Tues 15	Budget Vote & BOE Member Election

Publish - March 31, April 14, April 28, May 8, 2012

Petitions Due - Monday, April 16, 2012.

** Additional Meetings to be scheduled as needed.

*** Budget must be adopted by April 20, 2012

last updated 2/15/2012