



LEARNING • ACHIEVEMENT • GROWTH • DIRECTION



POCANTICO HILLS CENTRAL SCHOOL

599 Bedford Road • Sleepy Hollow, N.Y. 10591 • 914-631-2440 • fax 914-631-3280 • www.pocanticohills.org

2018-2019 Budget Development Calendar During 2017-2018 School Year

October 2017	Present 2018-19 budget calendar and budget development procedures to the Board of Education for adoption
November 2017	Meet with budget builders and distribute budget guidelines
December 2017	Meet with budget builders various throughout the month
January 5, 2018	Budget builders' requests for supplies, equipment and other expenses submitted to assistant superintendent
January 12, 2018	Projected out-of-district programs, enrollments and costs submitted to assistant superintendent
January 22, 2018	Projected high school enrollments submitted to assistant superintendent
February 16, 2018	Updated <i>Guide to Understanding Our School District Budget</i> available
February 27, 2018	Present 2018-19 budget priorities and preliminary budget to the Board of Education
February 27, 2018	Present 2018-19 administrative support budget to the Board of Education for review and comment (function codes 1010 through 1480)
March 1, 2018	Submit 2018-19 calculation for tax levy limit to Office of State Comptroller (OSC), Tax & Finance & SED via OSC website
March 13, 2018	Present 2018-19 operational and recreation programs (Operations & Maintenance, Transportation, Pool, Camp and After Care Program), debt service, employee benefits, and interfund transfers budgets to the Board of Education for review and comment
March 27, 2018	Present 2018-19 instructional and special education budget to the Board of Education for review and comment
March 29, 2018	Publish legal notice of school budget hearing and budget vote.
April 10, 2018	Finalize 2018-19 educational plan and budget – tentative vote on finalized budget
April 12, 2018	Publish legal notice of school budget hearing and budget vote.
April 16, 2018	Deadline for submission of petitions for propositions to be placed on ballot
April 16, 2018	Deadline for submission of petitions for nominations of BOE candidates
April 16, 2018	Inform candidates of legal requirement for all candidates for election to Board of Education 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	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 17, 2018	Special meeting for Board of Education adoption of 2018-2019 Budget, Property Tax Report Card, vote on BOCES Administrative Budget and Election of Trustees for SW BOCES Board of Education
April 18, 2018	Submit property tax report card to SED within 24 hours of budget adoption (but no later than April 23, 2018)
April 18, 2018	Submit property tax report card to local newspaper of general circulation
April 18, 2018	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots
April 21, 2018	Budget document available to the public. Arrange for the pickup and return of voting machines with the Board of Elections contractor
April 24, 2018	Appointment of clerks and inspectors of elections for budget vote
April/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
May 1, 2018	Budget statement and required attachments available 7 days prior to budget hearing
May 1, 2018	Mail district newsletter, including budget notice
May 2, 2018	Publish legal notice of school budget hearing and budget vote.
May 8, 2018	Hold Public Budget Hearing at Board of Education meeting
May 10, 2018	Last day to register to vote for May 15, 2018 budget vote and election
May 10, 2018	Last day to mail absentee ballots
May 10, 2018	Publish legal notice of school budget hearing and budget vote.
May 10, 2018	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education and Library Board to be filed with the District Clerk and Commissioner of Education five days prior to vote date
Through May 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 and legal challenge until the day of election. (Public posting no longer required)
May 14, 2018	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 Board of Education
May 15, 2018	Statewide annual meeting / board election / budget vote day
June 14, 2018	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education
June 19, 2018	Statewide budget revote day
July 1, 2018	Implement 2018-2019 Budget

