



# Briarcliff Manor Union Free School District

## 2021-2022 BUDGET DEVELOPMENT CALENDAR

### DATE

<b>November 2020</b>	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decrease.
<b>December 2020</b>	Meet with non-instructional budget supervisors to discuss first budget drafts (Operations & Maintenance, Technology and General Support). Meet with all related departments to discuss requests for 2021-2022 BOCES services. Principals meet with faculty to discuss Instructional Programs and item requests for the 2021-22 Program Budget. Administrators prepare Program, Staff and Facility Reports for review and discussion with the Superintendent.
<b>January 21, 2021</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting 8:00 pm</b> General Budget overview and General Support review to Board of Education. Current year expense and revenue update used to project fund balance. Presentation of five-year financial plan based on 2019-20 expenditures.
<b>January 2021</b>	Administrators to review budget with the Superintendent and Assistant Superintendent.
<b>February 4, 2021</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting 8:00 pm</b> Budget update, discuss Governor's proposed budget with the Board of Education. Athletics Program, Technology Department, Operations and Maintenance and Transportation budget plans to be presented to the Board of Education.
<b>February 25, 2021</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting 8:00 pm</b> High School, Middle School and Elementary School Program Review presentations. Special Education program presentation. Review of the Tax Levy Limit Calculation.
<b>March 1, 2021</b>	Assistant Superintendent will submit information to calculate Tax Levy Limit on the Office of the State Comptroller's website on or before March 1, 2021.
<b>March 11, 2021</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting 8:00 pm</b> Presentation of the Superintendent's Recommended Proposed 2021-22 Budget.
<b>March 25, 2021</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting 8:00 pm</b> Assistant Superintendent will supply the Board of Education with updated information on 2021-22 Employee Benefits costs and review the projected 2021-22 BOCES budget.
<b>April 2, 2021</b>	District Clerk publishes first publication of legal notice, time and location of school election, budget heading and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45 - 49 days before the budget vote.)



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<b>April 2021</b>	District Clerk will prepare absentee ballot application, absentee ballots, related envelopes and directions to voters.
<b>April 15, 2021</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting 8:00 pm</b> Final 2021-22 Budget and Education Plan presented to the Board of Education. Board of Education adoption of the 2021-22 Budget.
<b>April 16, 2021</b>	Assistant Superintendent submits the Property Tax Report Card electronically to SED within 24 hours of Board of Education adoption of the 2021-22 Budget and submits to legal newspaper for general circulation. Second publication of legal notice, time and location of School Budget hearing & budget vote.
<b>April 19, 2021</b>	Deadline for submission of Board of Education petitions due to the District Clerk's office by 5:00 pm. Absentee ballots available upon request.
<b>April 29, 2021</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting 8:00 pm</b> Board of Education to vote on the Putnam Northern Westchester BOCES Administrative Budget and Board candidates.
<b>April 30, 2021</b>	Third publication of legal notice, time and location of school budget hearing and budget vote.
<b>May 4, 2021</b>	Budget Document available to the public in district buildings and on the district website. SED required salary disclosure form submitted electronically by the Assistant Superintendent.
<b>May 6, 2021</b>	<b>Public Hearing &amp; Regular Board of Education Meeting 8:00 pm</b>
<b>May 10, 2021</b>	Budget Notice mailed to residents including property tax report card. Budget newsletter available to the public.
<b>May 11, 2021</b>	Deadline for applications for absentee ballots if to be mailed.
<b>May 13, 2021</b>	Fourth publication of legal notice School Budget Hearing and Budget Vote; Extended Evening Voter Registration Day until 8:00 pm; Deadline for applications for absentee ballots if to be mailed.
<b>May 17, 2021</b>	Deadline for application for absentee ballots if to be picked up.
<b>May 18, 2021</b>	Budget Vote and Election of BOE candidates 6:00 am - 9:00 pm. Absentee voting ballots due by 5:00 pm.