

**POUGHKEEPSIE CITY SCHOOL DISTRICT  
2021-22 BUDGET PREPARATION CALENDAR**

<b>OCTOBER:</b>		
October	Update 2021-22 budget development spreadsheet and enter 2020-21 data	Finance Business Official
<b>10/21/2020</b>	<b>BOE Meeting</b>	<b>BOE/Supt.</b>
	-Discuss budget development process and calendar	BOE/Supt.
<b>NOVEMBER:</b>		
November	Complete Budget Preparation Calendar	Finance Business Official
November	Continue to update 2021-22 budget development spreadsheet and enter data	Finance Business Official
November	Develop 2021-22 enrollment projections by school and district	A.S - Curriculum
November	Identify desired program enhancements/reductions	Cabinet
November	Distribute budget development forms to schools and departments	Finance Business Official
<b>11/4/2020</b>	<b>BOE Meeting</b>	<b>BOE/Supt.</b>
	-Approve Budget Preparation Calendar	BOE
<b>11/18/2020</b>	<b>BOE Meeting</b>	<b>BOE/Supt./A.S-Finance</b>
	-Discuss 2021-22 Primary Financial Considerations	
	-Enrollment projections	
	-Review and update department and building budget development forms	
		BOE
<b>DECEMBER:</b>		
December	Continue to update 2021-22 budget development spreadsheet and enter data	Finance Business Official
December	Identify salary estimates for all units which do not have a settlement	Admin Leadership
December	Develop salary estimates for current staffing	A.S. H.R./A.S. Finance
December	Prepare tax levy limit (cap) worksheet	Finance Business Official
December	Prepare debt service budget detail	Finance Business Official
<b>12/2/2020</b>	<b>BOE Meeting</b>	<b>BOE/Supt./A.S-Finance</b>
	-Net position projection	
	-Tax Cap	
	-Present 5-year financial plan update	
December	Schools and departments return budget development forms to business office	Principals/Directors
<b>JANUARY:</b>		
January	Continue to update 2021-22 budget development spreadsheet and enter data	Finance Business Official
January	Distribute BOCES service request forms & update budget template	Finance Business Official
January	Review schools and departmental budgets with principals/directors/supervisors	A.S.-Curriculum/Admin Srvs & Fi
January	Review 2020-21 budget performance YTD	Finance Business Official
January	Update tax levy limit information and computation timeline	Finance Business Official
January	Analyze Executive State budget proposal	Finance Business Official
January	Prepare Petitions for Board of Education candidates	District Clerk
<b>1/6/2021</b>	<b>BOE Meeting</b>	<b>BOE/Supt./A.S-Finance</b>
	-Budget development update	
<b>FEBRUARY:</b>		
February	Continue to update 2021-22 budget development spreadsheet and enter data	Finance Business Official
February	Complete first draft of expenditure budget	Finance Business Official
February	Prepare first draft of estimated revenue budget	Finance Business Official
February	Prepare initial BOCES Service Request/Budget	Finance BO/Cabinet
February	Prepare Tax Levy Limit calculations	Finance Business Official
February	Finalize staffing projections	A.S.-Admin Srvs
February	<b>Budget Work Session</b>	<b>BOE/Supt.</b>
	-Estimated net position based on rollover budget plus enhancements	
	-Review proposed bus purchases	
	-Review debt service budget detail	
	-Review departmental budgets	
	-Review NYS Executive state budget proposal	
	-Review Components of Tax Levy Limit	
<b>2/3/2021</b>	<b>BOE Meeting</b>	<b>BOE/Supt.</b>
	-Review draft Tax Levy Limit	
2/28/2021	File final Tax Levy Limit computation with the NYS OSC, SED and Taxation & Finance	Finance Business Official
	Update 5-Year Financial Plan	Finance Business Official
<b>MARCH:</b>		
March	<b>Budget Work Session</b>	<b>BOE/Supt.</b>
March	-Review budget staffing plan	A.S.-Admin Srvs
March	-Review & discuss first draft of budget	Finance Business Official
March	-Review Tax Levy Limit calculation	Finance Business Official
March	-Review & discuss draft revenue budget	Finance Business Official
March	-Review difference between working draft expense and revenue plans	Finance Business Official
<b>3/3/2021</b>	<b>BOE Meeting</b>	<b>BOE/Supt.</b>

	-Budget development update	
	-Working draft budget reduction options as needed	
	- Prepare final BOCES Service Request/Budget	
<b>TBD</b>	<b>Budget Work Session</b>	<b>BOE/Supt.</b>
March	Budget development update	
March	Secure inspectors for Budget Vote	District Clerk/ AS Admin Srvs
March	1st publication of legal notice for Budget Hearing and Budget Vote	District Clerk
	-Must be at least 45 days prior to vote	
	-Published 4 times prior to vote	
	-2 general circulation newspapers	
<b>APRIL:</b>		
April	Supplemental Cabinet meetings for budget development	Supt.
April	Revise revenue budget to include updated fund balance	Finance Business Official
April	Update 2020-21 budget performance estimates	Finance Business Official
April	Submit Property Tax Report Card to SED	Finance Business Official
April	Submit Property Tax Report Card to newspapers in District	Finance Business Official
April	Submit Salary Disclosure Notice to SED	Finance Business Official
<b>4/7/2021</b>	<b>BOE Meeting</b>	<b>BOE/Supt.</b>
	-Tentative budget adoption	<b>BOE/Supt.</b>
	-Approve chairperson and election inspectors for Budget Vote	<b>BOE/District Clerk</b>
4/14/2021	Property Tax Report Card to SED (or by 4/23/21)	Finance Business Official
4/14/21-4/16/21	2nd publication of legal notice for Budget Hearing and Budget Vote	District Clerk
4/19/2021	Last day to accept BOE candidates petitions and voter submitted petitions	District Clerk
4/19/21-5/11/21	Mail absentee ballots to all voters requesting one	District Clerk
	-Must mail between 7 and 30 days prior to the vote	
	-Maintain list of names of individuals provided with absentee ballots	
<b>April</b>	<b>BOCES Admin. Budget and Trustee vote</b>	<b>BOE/Supt.</b>
<b>4/23/2021</b>	2020-21 purchasing completed	A.S.-Finance/Admin.
	-Necessary end-of-year expenditures estimated	
<b>4/23/2021</b>	Military Ballots mailed out by today	District Clerk
<b>4/24/2021</b>	Last day for BOE to legally adopt budget is 4/24/21	<b>BOE/Supt.</b>
April	-3-Part Budget	Finance Business Official
April	-School Report Cards	Finance Business Official
April	-Fiscal Accountability Summary	Finance Business Official
April	-Salary Disclosure Notice	Finance Business Official
April	-Exemption Reporting for Taxing Jurisdictions	Finance Business Official
April	Prepare Budget Statement and place in each school and other places as required by law	Finance Business Official
April	3rd publication of legal notice for Budget Hearing and Budget Vote	District Clerk
<b>MAY:</b>		
MAY:	Deadline for Budget Statement available at schools, public libraries, & District Office	Finance Business Official
MAY:	4th publication of legal notice for Budget Hearing and Budget Vote	District Clerk
<b>5/4/2021</b>	<b>Budget Hearing (7 - 14 days prior to Budget Vote)</b>	<b>BOE/Supt./Finance BO</b>
	-Presented in plain language and 3-Part format	Finance Business Official
	-Budget Statement available at Budget Hearing	Finance Business Official
MAY:	Deadline to Mail Budget Notice	Finance BO/PR
<b>5/18/2021</b>	<b>Budget vote and election of trustees</b>	<b>District Clerk</b>