

**Massena Central School District  
Budget Calendar  
2017-18 Budget Year**

December - January	Start reviewing budget assumptions & Fund Balance usage Superintendent meet with Building Administrators to develop budget priorities
<b>December 1, 2016</b>	Regular BOE Meeting Superintendent to review budget process
<b>December 8, 2016</b>	Finance Committee Meeting Finance Committee to review Budget Calendar & Fiscal Forecast
<b>January 19, 2017</b>	Regular BOE Meeting and Finance Committee review preliminary budget assumptions & forecast Review General Support, Debt Service, Transportation, Central Services, Technology, Athletics, Extracurriculars
<b>February 2, 2017</b>	Finance Committee Meeting to review Governor's Proposal, Instruction, Supervision, Staffing, Employee Benefits, Curriculum Development, Special Education, School Lunch Budget
<b>February 16, 2017</b>	Regular BOE Meeting and Finance Committee to review a draft budget, BOCES Budget, Revenues, Reserves, Projected Fund Balance, Tax Cap Calculation First Public Forum on Budget
February 17, 2017	BOCES Final Service Request forms available
March 1, 2017	Submit 2017-18 Tax Levy Limit to Office of Comptroller, Tax and Finance, & SED
<b>March 16, 2017</b>	Regular BOE Meeting and Finance Committee to review updated budget Second Public Forum on Budget
March 31, 2017	BOCES Final Service Request due
April 3, 2017	Fist Legal Notice of School Budget Hearing and Budget Vote <i>Must be advertised 4 times, last publication within 4 days of Budget Hearing</i>
<b>April 12, 2017</b>	Regular BOE Meeting and Adoption of the 2017-18 Proposed Budget and approval of Property Tax Report Card <i>Must be adopted by April 25, 2017</i> Consider any propositions to be placed on the ballot and approval of the 2017-18 BOCES Final Commitment Form
April 24, 2017	Property Tax Report Card must be submitted to SED
<b>April 25, 2017</b>	Vote on BOCES Admin Budget and BOCES BOE Members Appointment of clerk and inspectors of elections for Budget Vote/BOE Election
April 27, 2017	Budget Statement and required attachments must be made available upon request and posted on district website <i>Must be 7 days before Budget Hearing</i>
<b>May 4, 2017</b>	Hold Budget Hearing <i>Must be 7-14 days before Budget Vote</i>
May 10, 2017	Mail Budget Notice to eligible voters <i>Must be after the Budget Hearing, but no later than 6 days prior to Budget Vote</i>
<b>May 16, 2017</b>	Annual Budget Vote
<b>June 15, 2017</b>	Regular BOE Meeting
July 1, 2017	Implement 2017-18 Budget