

WILLIAMSON CENTRAL SCHOOL DISTRICT | **2019**
BUDGET CALENDAR | **2020**

DATE	BUDGET DEVELOPMENT	GROUP
December 12, 2018	Budget Calendar Adopted	Board of Education
January 2019	Review enrollment projections and staffing needs for 2019-20; determine program needs related to instructional equipment, supplies, textbooks and special projects	Superintendent of Schools Building Principals
	Distribute Budget requisition forms to instructional staff	Building Principals
	Budget requisitions completed by staff and reviewed by building principals	Building Principals Staff
	Instructional staff requisitions to District Office and reviewed by Superintendent	Superintendent of Schools Business Administrator
January 9, 2019	Budget Presentation to the Board of Education	Superintendent of Schools Business Administrator
January 30, 2019	Budget presentation Preliminary Budget overview with Board of Education	Board of Education Superintendent of Schools Business Administrator
February 13, 2019	Budget presentation	Board of Education Superintendent of Schools Business Administrator
March 1, 2019	Submit Tax Levy Limit to Office of Comptroller	Business Administrator
March 1, 2019	Nominating petitions available to public for distribution at District Office	District Clerk
March 13, 2019	Budget presentation Approve Propositions	Board of Education Superintendent of Schools Business Administrator
April 2, 2019 – April 6, 2019	Send legal notice of Budget Hearing and Budget Vote to papers for publication: <i>Wayne Times: (Sunday publication) 4/7, 4/14, 4/21 & 4/28</i> <i>FL Times: (Any Day, Sat) 4/6, 4/31, 4/20 & 4/27</i>	District Clerk
April 3, 2019	Budget presentation	Board of Education Superintendent of Schools Business Administrator

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DATE	BUDGET DEVELOPMENT	GROUP
April 10, 2019	Budget Work Session	Board of Education Superintendent of Schools Business Administrator
April 22, 2019	Deadline for nominating petitions for Board Members – 25 signatures or 2% of number of voters who voted in last election (6) whichever is greater and special propositions to be submitted	District Clerk
April 22, 2019	First expenditure statement for Board of Education candidates due (30 days before election)	Candidates
April 23, 2019	Draw lots for order on ballot for Board Candidates 10:00 a.m. – Williamson Central School District Office, Conference Room	District Clerk
April 22 – May 13, 2019	Mail absentee ballots Maintain list of absentee ballots	District Clerk District Clerk
April 24, 2019	Budget presentation Proposed 2019-20 Budget approved by the Board of Education Appoint Chief Inspector and Election Inspectors for annual Budget vote	Board of Education Superintendent of Schools Business Administrator
April 25, 2019	Property Tax Report Card to NYSED and newspapers	Business Administrator
April 26, 2019	Copy of Budget including Tax Report Card available to public on website, school buildings and public library Message on electronic sign announcing Budget Hearing	District Clerk
May 4, 2019	School Messenger call to parents regarding Budget Hearing	Superintendent of Schools
May 8, 2019	Budget Hearing Williamson Middle School, 6:30 pm	Board of Education Superintendent of Schools Business Administrator
May 10, 2019	Budget Newsletter (What’s Happening) delivered to District residents <i>All information submitted to District Office by April 12, 2019</i>	Superintendent of Schools Business Administrator District Clerk

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DATE	BUDGET DEVELOPMENT	GROUP
May 16, 2019	Second expenditure statement for Board of Education candidates due (5 days before vote)	District Clerk
May 21, 2019	Budget Vote – Candidate Election Williamson Middle School Cafeteria, 1 – 8 p.m.	District Clerk
June 10, 2019	Third expenditure statement for Board of Education candidates due (20 days after the election)	District Clerk