

# **Allegany-Limestone Central School District Budget Timeline 2015-2016**

**December 15** Budget Committee Meeting 5:45 p.m., Room #42

**December 17** Administrative review of budget forms and procedures

**January 4** Distribution of budget information to staff

**January 15** Requisitions due to the Director of Instruction for:

- Textbooks
- Computer Hardware and Software
- Curriculum Development
- In-service & Conferences

**January 19** Budget Committee Meeting 5:00 p.m., Room #42

**January 22** Requisitions due to Building Principals for:

- Materials & Supplies
- Equipment
- Special Order Materials
- Field Trips
- Summer Maintenance (forward to Director of Facilities)

Special Education Requisitions due to the Director of Special Education

Coaches submit budgets to Athletic Director

Administration Initial BOCES Service Requests due to the Business Office

**February 2** Budget Committee Meeting 5:00 p.m., Room #42

**February 5** Last day for Director of Instruction, Director of Special Education, Building Principals and Athletic Director to meet with the Superintendent to review budgets

**February 8** All 2016-2017 Budget Requisitions due to the Business Office

**February 16** Budget Committee Meeting 5:00 p.m., Room #42

**March 1** Tax Levy Limit due to NYS Comptroller's Office  
BOE Presentations – Cafeteria, Maintenance, Special Education and Transportation

- March 15** Budget Committee Meeting 5:00 p.m., Room #42  
BOE Presentations – Building, Professional Development and Athletics
- March 22** Budget Presentation to 60 Plus 2:00 p.m.
- April 1** First Legal Notice – 45 days before budget vote
- April 5** Budget Forum 6:00 p.m. MHS room #42
- April 15** Second Legal Notice
- April 18** Board Petitions Due – 30 days before election
- April 19** BOCES Adm. Budget Vote and Board Election
- April 24** Adopt 2015-2016 Budget – Property Tax Report due 24 days before vote  
CA BOCES Administration Budget Vote
- April 26** Budget Document Available – 7 days before budget hearing
- April 29** Third Legal Notice
- May 03** Meet the Candidate Night (if needed)  
Public Budget Hearing 6:00 pm in room #42 – 7 to 14 days before vote
- May 04** Budget Notice – Mailed after hearing but no later than 6 days prior to vote
- May 10** Application for Absentee Ballot – 7 days before vote if it is to be mailed
- May 13** Fourth Legal Notice
- May 17** Application for Absentee Ballot Due if Ballot is not to be mailed  
Budget Vote and Board Election- 3<sup>rd</sup> Tuesday in May