

**Clinton Central School District**  
**2016 - 2017 Budget Development Calendar**

November 17, 2015	Present 2016 - 2017 budget development calendar to the Board of Education.
November 30, 2015	Distribute budget information/worksheets to Administrators, Supervisors and Athletic Director.
December 15, 2015	Meet with Finance Committee to review budget assumptions and discuss budget parameters.
December 15, 2015	Board of Education Meeting: Debt Service Presentation and review Tax Cap Calculation. Approve the budget development calendar.
January 4 - 29, 2016	Meet with budget builders (Supervisors and Administrators) throughout the month.
January 26, 2016	Board of Education Meeting: Update on state aid runs, budget assumptions and preliminary budget forecast.
January 29, 2016	Budget builders (Supervisors and Administrators) submit program budget composite and needs to Business Office/Superintendent.
February 9, 2016	Board of Education Meeting: Budget presentations on Central Administration, Maintenance and Operations, and Transportation.
February 23, 2016	Board of Education Meeting: Budget presentations on Athletics, Co-Curricular and Benefits.
March 1, 2016	Submit 2016 - 2017 calculation for tax levy limit to Office of Comptroller's website.
March 8, 2016	Board of Education Meeting: Budget Presentations on General Education, Pupil Services and BOCES.
March 22, 2016	Board of Education Meeting: Full Budget Presentation.
March 29 - April 2, 2016	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.
April 5, 2016	Board of Education Meeting: Budget Update and Presentation.
April 18, 2016	Deadline for filing petitions for Board of Education seats due by 4:00pm in the District Office. May begin mailing absentee ballots.
April 19, 2016	Board of Education Meeting: Budget Adoption.
April 25, 2016	Submit data to the State Education Department: Property Tax Report Card and Salary Disclosure.
April 26, 2016	Budget documents made available to the public at each building and on the District's web site.
May 10, 2016	Budget hearing, mail budget postcard and newsletter.
May 17, 2016	Statewide annual meeting/board of election/ budget vote day.

June 21, 2016	Statewide budget revote day.
July 1, 2016	Implement 2016 - 2017 budget.