

**MARLBORO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
BUDGET DEVELOPMENT PROCESS
2018-2019 SCHOOL BUDGET**

December 1, 2017 to January 18, 2018	Budget Review – Administrative planning & review
January 18, 2018	Board of Education Meeting – Budget Review – Review and presentation of YTD current budget performance, EOY projections and financial forecast
February 1, 2018	Board of Education Meeting
February 15, 2018	Board of Education Meeting – Budget Presentation – Superintendent’s Initial Budget Overview.
March 1, 2018	Board of Education Meeting Submit 2018-2019 tax levy limit calculation to Comptroller’s Office, Tax & Finance, & SED
March 15, 2018	Board of Education Meeting - Budget Presentation Finalize Budget recommendations in preparation for budget adoption. If necessary, adoption of Special Propositions for Budget, in order to be published in Notice of Annual Meeting on <i>(four times, forty-five days prior)</i> March 31 (Saturday)
March 27-30, 2018	Legal notice of school budget hearing and budget vote to be published in Notice of Annual Meeting on <i>(four times, forty-five days prior)</i> March 30 – first advertisement
April 5, 2018	Board of Education – Budget Workshop - Budget Review – Fine tuning of proposed budget reflecting any new information.
April 9-13, 2018	Advertise 2 nd Legal Notice
April 16, 2018	Deadline for filing Board Candidate Petitions and deadline for questions or propositions at Annual District Election. First sworn statement of campaign contributions to be filed with District Clerk and Commissioner of Education <i>(30 days prior to vote)</i>
April 19, 2018	Board of Education – Budget Workshop -Budget and Property Tax Report Card adoption. BOCES Budget vote. Final date for budget adoption (4/20). Review and Recap of 2018-19 Budget / Budget Adoption

- April 20, 2018 Budget available to the public (*14 days prior to vote and 7 days prior to Budget Hearing*).
- April 20, 2018 Submission of Revised Property Tax Report Card to SED (**Within 24 hours of budget adoption but *No later April 23, 2018***). Submission of Salary Disclosure to SED.
- April 23-27, 2018 Advertise 3rd Legal Notice
- May 3, 2018 Board of Education Workshop
Budget Hearing @ 7:30PM (*7 to 14 days prior to budget vote*)
- May 4-9, 2018 Budget newsletter mailed out to voters (*no later than (6) six days prior to vote*).
- May 8 – 15, 2018 Advertise 4th Legal Notice
- May 15, 2018 **UNIFORM BUDGET VOTE DAY – DISTRICT ANNUAL MEETING & ELECTION, 6 A.M. TO 9:00 P.M., Milton Elementary School Gymnasium (Town of Marlborough Courtroom)**
- Deadline (5:00PM) for receipt of all Absentee Ballots in order to be counted in the election vote.**
- Mandatory revote date, June 19, 2018 (3rd Tuesday in June)**
- Public hearing June 7, 2018**
Newsletter Mailing June 4, 2018
First Advertisement June 8, 2018
Second Advertisement June 15, 2018