

Greenville Central School District 2016-2017 BUDGET DEVELOPMENT CALENDAR

Board approved Oct 15, 2015

September 2015						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

09/17/15 BOE review of the 2016-2017 Budget Development Calendar 7:00 pm

09/8/15 & 09/22/15 Budget workshop for administrators 3:15 pm
 ·Performance Indicators
 ·Priorities
 ·Cost Containment
 ·Fiscal Guidelines ~ Draft
 ·Budget Planning documents/forms
 ·Human Resources
 ·Enrollment Projections from principals
 ·Operations & Maintenance needs

09/29/15 Administrators submit Operations & Maintenance needs

October 2015						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/15/15 BOE Adoption of the 2016-2017 Budget Development Calendar 7:00 pm

10/29/15 Team Leader, Department Chair, budgets submitted to Principals

November 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/10/15 QEC and new Program Proposals to Superintendent

11/17/15 Principals and Supervisors meet with Superintendent and ASB

December 2015						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/03/15 Budgets submitted from Administrators
 Revisions and updates to long-range plans due,
 i.e. equipment and Human Resources

12/08/15 Questar III service requests due from Administrators

12/10/15 Budgets submitted from Supervisors

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 01/15/16 Final day for 2015-2016 Requisitions
- 01/04-28/16 Administrators meet with Superintendent and Assistant Superintendent for Business for budget review.

February 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

- 02/04/16 BOE Budget Discussion #1 Rollover Budget 6:00 pm
- 02/12/16 List of disabled voters for Absentee Ballots requested from three counties
- 02/25/16 BOE Budget Discussion #2 Program 6:00 pm
- 02/26/16 Tax Levy Limit submitted to NYS Comptroller

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 03/03/16 BOE Budget Discussion #3 Capital 6:00 pm
- 03/10/16 BOE Budget Discussion #4 Administrative 6:00 pm
- 03/24/16 BOE Budget Discussion #5 (Revenue) 6:00 pm
- 03/29/16 Budget Advisory 6:00 pm
- 03/31/16 BOE Budget Discussion #6 (if needed)* 6:00 pm

*May be necessary depending on NYS Legislature

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 04/01/16 Media Release: Voter Registration and Absentee ballots
Annual Meeting & Election notice #1 [Four times in the seven weeks preceding Vote; First being at least 45 days before the Vote]
- 04/04/16 Applications available for Absentee Ballots at the District Office and/or website
- 04/07/16 BOE Budget Discussion #7 6:00 pm

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 04/08/16 Property Tax Report Card submitted to SED and transmitted to media [Statutory deadline is April 23, 2016]
Annual Meeting & Election notice #2
- 04/18/16 Deadline for filing Board petitions and deadline to submit propositions to the District Clerk by 5:00 pm [no less than 30 days before the Vote]
- 04/20/16 Absentee Ballots available from District Clerk
- 04/22/16 Annual Meeting & Election notice #3
- 04/25-29/16 Budget Newsletter mailing

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 05/03/15 Media release on Proposed Budget and Vote
Proposed Budget available to public at the District Office and www.greenville.k12.ny.us [7 days before Annual Budget Hearing]
- 05/03/15 Annual Budget Hearing 7:00 pm
Middle/High School Auditorium
(no less than 7 and no more than 14 days prior to Vote)
Last day for application for absentee ballot if ballot is to be mailed
- 05/04/15 Voter Registration 3:00 – 7:00 pm
[at least four hours; no more than 14 days nor less than 5 days prior to the Vote]
Ellis Elementary School Elevator lobby
- 05/06/16 •Annual Meeting & Election Notice #4
•Budget Notice mailed
- 05/17/16 **Annual Meeting** 1:00-9:00 pm
~Budget Vote and BOE Election~
Ellis Cafeteria

Copies from all Administrators and Supervisors of all budget documents are to be submitted electronically to the Superintendent, Assistant Superintendent for Business (ASB) and Administrative Assistant to ASB.