

PUTNAM VALLEY CENTRAL SCHOOLS
TIMELINE - BUDGET 2013-2014 SCHOOL YEAR

The following is a listing of the dates, times, topics, deadlines and a actions for the district's budget development. All meetings will be held in the Putnam Valley High School Cafeteria and begin at 7:00 unless otherwise noted.

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| December 2012 – February 2013 | Administrators and Staff help develop the Superintendent's recommended budget |
| January 10, 2013 | BOE Work Session: Fund Balance & Preliminary Budget Presentation |
| January 24, 2013 | BOE Work Session: Budget Discussion |
| February 7, 2013 | BOE Work Session: Budget Discussion Presentation of Departmental Budgets by Administrators |
| February 21, 2013 | BOE Business Meeting: Budget Discussion |
| March 7, 2013 | BOE Work Session Meeting: Budget Discussion Citizens' Advisory Committee Report |
| March 21, 2013 | BOE Business Meeting: Budget Discussion |
| April 2-6, 2013 | First legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers. |
| April 4, 2013 | BOE Work Session: Budget Discussion |
| April 18, 2013 | BOE Business Meeting--Budget Adopted by BOE (Budget must be adopted by the BOE no later than April 26, 2013) |
| April 19, 2013 | Property Tax Report Card submitted to SED by the end of the next business day following the budget adoption but no later than 24 days prior to Budget vote (April 27/2013). Property Tax Report Card must be submitted to local newspaper of general circulation. |
| April 22, 2013 | Submission of petitions for Board of Education candidates and submission of petitions for propositions to be placed on ballot. |
| April 23, 2013 | Drawing for position of candidates on ballot. |
| April 23, 2013 | Special Business Meeting to adopt the Proposed BOCES Budget; Tenure Meeting/Retirement Recognition |
| May 9, 2013 | BOE Work Session/Budget Hearing (Must be held no earlier than 14 days and no later than 7 days before the vote-between May 7-14) |
| May 10, 2013 | Budget Notice mailed to eligible voters after the budget hearing and at least six days prior to the vote (between May 7-14). |
| April 22 - May 14, 2013 | Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day. |
| May 16, 2013 | District Clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the Budget Vote except Sunday. (Public posting not required.) |
| May 21, 2013 | Budget Vote and Board Election |