



CAMBRIDGE CENTRAL SCHOOL DISTRICT

2021-2022 BUDGET DEVELOPMENT CALENDAR

October/ November 2020	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decreases. (Continued ongoing work throughout the year)
November/ December 2020	Meet with non-instructional budget supervisors to discuss first budget drafts (Buildings & Grounds, Technology, and General Support). Meet with all related departments to discuss requests of 2021-22 BOCES services. Principals meet with faculty to discuss Instructional Programs and item requests by December 4 th . Administrators prepare Program, Staff, and Facility Reports for review and discussion with the Superintendent. New Instructional Request Forms for the 2021-22 Program Budget are due to the Superintendent on December 18 th .
January 14, 2021	Budget Work Session & Regular Board of Education Meeting – 7:00 p.m. General budget overview and General Support review to Board of Education. Current year expense and revenue update used to project fund balance. Presentation of a five-year budget forecast based on 2019-20 expenditures.
January 2021	Administrators will review instructional budgets with the Superintendent and the School Business Administrator.
February 11, 2021	Budget Work Session & Regular Board of Education Meeting – 7:00 p.m. Budget Update, discuss Governor’s proposed budget with Board of Education. Jr./Sr. High School, Elementary School, and Special Education Program Review Presentation.
February 25, 2021	Budget Work Session – 7:00 p.m. Update Budget Information – Review of Tax Levy Limit Calculation. Athletics Program, Technology Department, Buildings & Grounds, Transportation budget plans to be presented to the Board of Education.
March 1, 2021	Business Administrator will submit information to calculate Tax Levy Limit on Office of the State Comptrollers website on or before March 1, 2021.
March 4, 2021	Budget Work Session – 7:00 p.m. Presentation of the Superintendent’s Recommended Proposed 2021-22 Budget.
March 11, 2021	Budget Work Session & Regular Board of Education Meeting – 7:00 p.m. Board of Education initiates special propositions for May vote. Business Administrator will supply the Board of Education with updated information on the 2021-22 Employee Benefits cost, and a review the projected 2021-22 BOCES budgets.
April 1, 2021	District Clerk publishes first publication of legal notice, time, and location of school budget hearing and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45-49 days before the budget vote).
April 2021	District Clerk will prepare Absentee Ballot application, Absentee Ballots, related envelopes and directions to voters.



CAMBRIDGE CENTRAL SCHOOL DISTRICT

2021-2022 BUDGET DEVELOPMENT CALENDAR

April 15, 2021	Budget Work Session & Regular Board of Education Meeting – 7:00 p.m. Final 2021-22 Budget and Education Plan presented to the Board of Education. District Clerk prepares second publication of legal notice, time, and location of School Budget hearing and vote.
April 19, 2021	Deadline for submission of Board of Education petitions due to the District Clerk's Office by 4:00 p.m. Absentee ballots available upon request.
April 20, 2021	District Clerk draws for order of Board of Education candidates on the ballot. Clerk prepares voting machine inserts and transmits to the County Board of Elections. NYSED required salary disclosure form submitted electronically by the School Business Administrator.
April 22, 2021	Regular Board of Education Meeting – 7:00 p.m. Final 2021-22 Budget and Education Plan presented to the Board of Education for adoption of the 2021-22 Budget and Property Tax Report Card.
April 23, 2021	School Business Administrator submits the Property Tax Report Card electronically to NYSED within 24 hours of Board of Education adoption of the 2021-22 Budget, and submits to legal newspaper for general circulation.
April 27, 2021	Regular Board of Education Meeting – 7:00 p.m. Board of Education to vote on WSWHE BOCES Administrative Budget & BOCES Board of Education Candidates.
April 29, 2021	District Clerk publishes first publication of legal notice, time, and location of school budget hearing and budget vote. Absentee ballots mailed to all those who requested them; clerk to maintain master list of all individuals provided an absentee ballot. Budget statement and all required attachments will be available for public review in all district buildings.
May 7, 2021	Fourth publication of legal notice on School Budget Hearing and Budget Vote.
May 11, 2021	Public Budget Hearing & Regular Board of Education Meeting – 7:00 p.m.
May 12, 2021	Budget notice mailed to residents including property tax report card. Budget Newsletter available to the public.
May 18, 2021	Budget Vote (including any special propositions) and election of Board of Education candidates 12:00 p.m. – 9:00 p.m. Absentee voting ballots due by 5:00 p.m.
June 15, 2021	Budget revote if necessary.