

# East Quogue Budget Development Calendar

## 2018-2019

September, 2017	Present 2018-2019 budget calendar to the Board of Education
Oct. - Nov. 2017	Meet with budget builders, Supt. of Schools
December, 2017	Discuss parameters with Board of Education
January, 2018	Meet with budget builders, Supt. of Schools
January, 2018	Discuss parameters with Board of Education
February, 2018	Present Revenue 2018-19 preliminary budget forecast and assumptions to BOE
March, 2018	Submit 2018-2019 calculation for tax levy limit to NYS Comptroller
March 20, 2018	present 2018-2019 operational and general support to BOE  (Operations and Maintenance, Transportation, and General Support)
March 20, 2018	present 2018-2019 debt service, employee benefits budget to BOE
March 20, 2018	Present 2018-2019 instructional and special education budget to BOE
April 1, 2018	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 15, 2018	Deadline of submission of petitions for nominations of BOE candidates 30 days prior to election
April 17, 2018	Board of Education 2017-2018 Budget Workshop
April 17, 2018	Inform candidates of legal requirements to file sworn statement of campaign contributions
April 17, 2018	Date of drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 17, 2018	Finalize 2018-2019 educational plan and budget prior to April, 25 2018 due date for Property Tax Report Card

April 17, 2018	Final draft of 2018-2019 Budget presented to Board of Education, appointment of clerks and inspectors of elections for budget vote
April 18, 2018	Property Tax report card must be submitted to local newspaper
April 18, 2018	Property Tax Report card must be submitted to SED within 24 hours of budget adoption
May, 2018	Conduct voter registration with Board of Registration
May, 2018	Prepare ballots
May 1, 2018	Mail district budget newsletter and post on website
May 1, 2018	Budget hearing- budget statement available 7 days prior to budget hearing
May 1, 2018	Budget notice mailed to eligible voters- no later than six days prior to budget vote
May 10-14, 2018	District Clerk must maintain list of names that were given absentee ballots
May 14, 2018	sworn statements of campaign contributions or loans in excess of \$1,000 received before vote date, to be filed with District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates
May 14, 2018	Last Day for Voter Registration
May 15, 2018	Budget Vote/ Board Election Date
June 14, 2018	Last date to file with District Clerk and Comm of Education Dept. final sworn statement of campaign contributions
June 19, 2018	Budget Re-vote day (if necessary)
July 1, 2018	Implement 2018-2019 Budget