

**CATSKILL CENTRAL SCHOOL DISTRICT
2009 - 2010 General Fund Budget Development Calendar**

Update 2/28/2009

December 10 th	Budget Calendar adopted by Board
January 12 th	Review Budget Development Guidelines and Budget Forms distributed to budget developers
February 23 th	Preliminary budget due to Business Administrator from budget builders
January - February	District management reviews budget requests, gathers data and finalizes First Draft of Budget
February 25 th	Board Meeting: Preliminary Budget Information provided
March 11 th	Board Meeting: Review of First Draft 2009–2010 Budget; Approval of Legal Notice
March 25 th	Board Meeting: Review of Second Draft 2009-2010 Budget
APRIL	Prepare absentee ballot applications, absentee ballot, related envelopes and instructions.
April 3 th	First Publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting), at least 45 days before date of budget vote.
Up through May 19	District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election. Clerk must mail an absentee ballot for every qualified voter who requests one.
April 7 th	Board of Education Meeting: Adoption of Proposed Budget, if possible and Property Tax Report Card; Approve Election Day Workers: Chairperson, Election Inspectors, Chief Election Inspector, Machine Custodians
April 16 th	Second Publication of Legal Notice of School Budget Hearing and Vote (Annual

	Meeting)
April 20 st	Until 5:00 p.m. - Deadline for Submission of Petitions for Propositions and Nominations of Board Candidates
April 21 nd	Drawing for determination of order for listing Board candidates on ballot
April 23 th	Last date to adopt 2008 – 2009 Budget by Board of Education
April 24 th	Last date to Submit Property Tax Report Card to State Ed and newspapers
April 25 th	Third Publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) Dates, including availability of budget
April 28 th	Budget Statement and required attachments must be made available upon request at each school building
May 5 th	Budget Hearing at 7:00 PM in the CHS Auditorium. The budget will be presented at the hearing, in plain language and in 3 components: Administrative, Program, and Capital.
May 9 th	Fourth Publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) Dates
May 6-13 th	Mail School Budget Notice to all qualified voters of the school district
May 12 th	Voter Registration: 4 to 8 PM in the CHS Auditorium Lobby; Last day for District Clerk to mail absentee ballots
May 19 th	Budget Vote and Election (Annual Meeting) CHS Gymnasium 6:00 AM to 9:00 PM; Absentee ballots must be received in the District Clerk's office by 5:00 PM.
July 1 st	2009 – 2010 Budget Implemented