

**LaFayette Central School District  
Business Office  
2017-18 Budget Calendar**

**2016**

- October 13 Adopt Budget Calendar for the 2016-2017 School Year
- November Meet with budget builders and distribute budget guidelines
- December 19 2017-2018 BOCES Initial Budget Requests Due

**2017**

- January Meet with various stakeholders to get input on budget goals
- January 26 Budget Update - State Budget Update
- February 23 Budget Workshop - Administrative and Capital Budget 2017-2018
- March 16 Budget Workshop - Program and BOCES Budget 2017-2018
- March 1 Deadline to submit information to calculate Tax Levy Limit to Office of State Comptroller
- March 30 Budget Workshop - Revenue and Tax Levy Limit Information
- April 2 First legal notice to newspaper for Annual Meeting (Legal notice must be advertised (4) times within 7 weeks with first publication 45 days before date of annual budget vote)
- April 13 Budget Workshop - Full draft 2017-2018 Budget reviewed with the Board of Education  
**2017-2018 Proposed Budget adopted by Board of Education (Mandated by April 21, 2017)**  
Appointment of clerks and inspectors of elections for budget vote  
Second legal notice to newspaper for Annual Meeting
- April 14 Submit Property Tax Report Card  
Property Tax Report Card must be submitted to local newspaper of general circulation  
Budget available to the public
- April 17 BOCES Annual Election and statutory budget vote on Administrative BOCES Budget  
Deadline for Board of Education petitions  
Deadline for submission of petitions for special propositions
- April 24 - May 12 Absentee ballot applications sent as requested by district residents
- April 24 - April 28 2017-2018 School Budget newsletter mailed to district residents
- April 27 Third legal notice to newspaper for Annual Meeting
- May 4 Budget Hearing - Public presentation of the 2017-2018 School Budget (legal requirements 7-14 day prior to vote)
- May 8 Issue **Six-Day Budget Notice** to district residents.  
Mailed after budget hearing but no later than six (6) days prior to the annual budget meeting
- May 11 Final legal notice to newspaper for Annual Meeting
- May 11-15 District Clerk must maintain a list of names of residents who were given absentee ballots  
Issue absentee ballot application if personally requested (cannot send application)
- May 16 Annual Budget Vote**
- June 20 State mandated Budget Re-Vote day