

ARDSLEY UNION FREE SCHOOL DISTRICT
ANNUAL DISTRICT PLANNING & BUDGET CALENDAR FOR 2019-2020 BUDGET

Day	Date	Responsibility/ Event	Activity
Various	October 2018 – December 2018	Superintendent/Audit & Finance Committee	Discussion of budget development and review of prior year budget.
Various	December 2018	Superintendent/ Board	Discussion of budget guidelines for the 2019-2020 budget development.
Various	December 2018	Principals/Directors	Begin work on the development of an annual operating plan and budget within the guidelines provided by the Board.
Various	December 2018 – January 2019	Asst Supts/ Principals/ Directors	Budget Development Meetings
Tuesday	February 26, 2019	Board Meeting	Public Budget Workshop - 2019-2020 Maximum Allowable Tax Levy Limit
Friday	March 1, 2019	Administration	Submit 2019-2020 Maximum Allowable Tax Levy Limit to State Comptroller on or before this date.
Tuesday	March 12, 2019	Board Meeting	Public Budget Work Session
Tuesday	March 26, 2019	Board Meeting	Public Budget Work Session
Tuesday	April 2, 2019	District Clerk	First (of four) publications giving notice of time and place of Budget Vote and Election
Tuesday	April 9, 2019	Board Meeting	Public Budget Work Session Superintendent Recommendations
Wednesday	April 17, 2019	District Clerk	Second (of four) publications giving notice of time and place of Budget Vote and Election
Monday	April 22, 2019	District Clerk	Candidate petitions due in District Clerk's office by 5 pm
Tuesday	April 23, 2019	Board Meeting	Board adopts budget for Required Annual School District Budget Vote/Adopts Property Tax Report Card Board vote on BOCES budget
Wednesday	April 24, 2019	Administration	Property Tax Report Card submitted to SED
Friday	April 26, 2019	Administration	Budget newsletter sent to printer
Tuesday	May 7, 2019	Board Meeting	Annual School District Budget Hearing Availability of budget in buildings and on District website
Wednesday	May 8, 2019	Administration	Six-day Notice (Budget Notice) mailed to residents
Thursday	May 9, 2019	District Clerk	Third (of four) publications giving notice of time and place of Budget Vote and Election
Tuesday	May 14, 2019	District Clerk	Deadline for receipt of applications for absentee ballots to be mailed
Thursday	May 16, 2019	District Clerk	Open Voter registration by Board of Registration
Friday	May 17, 2019	District Clerk	Fourth (of four) publications giving notice of time and place of Budget Vote and Election
Monday	May 20, 2019	District Clerk	Deadline for receipt of application for absentee ballots to be picked up
Tuesday	May 21, 2019	District Clerk	Budget Vote and Election 6:00 am – 10:00 am and 2:00 pm – 9:00 pm