



WESTBURY UFSD

**2019
2020
BUDGET**

BUDGET DEVELOPMENT CALENDAR

Date	Action
September 20, 2018	Present 2019/20 budget calendar to Board of Education for approval.
October 2018	Distribute budget packages to Administrators and Principals with budget parameters and deadlines.
October 2018	Central Office Administrators review preliminary budget requests.
November 2018	Meet with Principals and Directors to review preliminary budget requests.
December 2018	Central Office staff meets with Administrators and Principals to finalize requests.
January 2019	Develop initial draft of budget. Present to Board of Education / Audit Committee.
January 17, 2019	Distribute preliminary budget to Board of Education / Audit Committee.
February 2019	Conduct budget work sessions with the Board of Education and Central Office Administration.
February 28, 2019	Present preliminary tax levy limit calculation, major cost drivers and initial budget forecast to the Board of Education. Present revenue estimate using Governor state aid proposal.
March 1, 2019	Submit initial 2019/20 tax levy limit calculation to the Office of the State Comptroller, Tax & Finance & SED.
March 14, 2019	Continue budget deliberations. Update revenue estimates.
March 21, 2019	Present capital (facilities, security, bus purchases, debt service) and administrative budget to the Board of Education. Update revenue estimate.
March 21, 2019	Present instructional and employee benefit budget to the Board of Education. Update revenue estimate.
April 1, 2019	Publish Legal Notice with date, time and place of hearing and budget vote. Must advertise four (4) times within seven (7) weeks with first publication at least forty-five (45) days before budget vote day (May 21, 2019). Publication should appear in two (2) general circulation newspapers.
April 18, 2019	Finalize 2019/20 budget and adopt the property tax report card with Board of Education.
April 18, 2019	Appoint Election Inspectors and Clerks for budget vote day. Confirm Board of Registration appointed.
April 2019	Rent voting booths. Arrange transportation of booths. Order updated registered voter list from Nassau County Board of Elections.
April 22, 2019	Deadline for petitions; Board of Education candidates and propositions. District Clerk advises candidates of the drawing date for ballot listing position so that they may attend. District Clerk advises candidates of their legal requirement to file sworn statements of



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	campaign contributions. First sworn statement due to District Clerk and Commissioner of Education thirty (30) days prior to vote day; April 22, 2019.
April 18, 2019	Last day for Board of Education to finalize budget and adopt the property tax report card.
April 29, 2019	Property tax report card must be submitted to SED via the SAMS system by the end of the next business day following Board of Education adoption of the report card but no later than 24 days prior to the Budget Vote. Day 24 falls on Saturday, April 27. SED will accept submissions through Monday, April 29, 2019.
April 2019	Transmit property tax report card to local newspapers.
April 17-19, 2019	District Clerk performs drawing for Board of Education candidate ballot listing position.
April 27, 2019	Budget statement and required attachments must be available, upon request, at each school building, office of administration, public library and on the district's website at least seven (7) days before the budget hearing and at least fourteen (14) days before budget vote day. In addition, the budget statement with attachments must be available at each voting location on budget vote day.
April 29, 2019	Due date for Property Tax Report Card
May 7, 2019	Board of Education: Budget Hearing. Conduct budget hearing seven (7) to fourteen (14) days before budget vote day. At the hearing the budget must be presented in plain language and in three components; Administrative, Program and Capital.
May 14, 2019	Conduct voter registration with Board of Registration at Dryden, Drexel, Park and WMS. Update voter registration list.
April/May 2019	Prepare/finalize budget notice. Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote (May 3-15, 2019).
May 2019	Mail district newsletter (including full disclosure information).
May 2019	Conduct training of Election Inspectors and Clerks, as necessary. Coordinate election site logistics with Principals, Facilities and IT for budget vote day.
Through May 20, 2019	District Clerk mails absentee ballots to qualified voters that request one and all permanently disabled voters. The ballot can be mailed between thirty (30) days and seven (7) days before budget vote day. Within seven (7) days of budget vote day, absentee ballot applications can be accepted by the District Clerk with ballots hand delivered to qualified voters. District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection and legal challenge until the day of the election. (Public posting is no longer required).
May 9, 2019	Revise tax levy limit calculation submission with OSC, if necessary.



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May 16, 2019	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education and Library Board to be filed with the District Clerk and Commissioner of Education; due five (5) days before budget vote day.
May 16-20, 2019	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education and Library Board.
May 2019	Submit 2019/20 administrator salary disclosure to SED via the SAMS system.
May 8, 2019	Mail budget notice to eligible voters, no later than six (6) days prior to budget vote day.
May 21, 2019	Statewide Annual Budget Vote Day and Board of Education Trustee Election.
June 13, 2019	Last date to file sworn statements of campaign contributions to the District Clerk and Commissioner of Education.
June 18, 2019	Statewide Budget Revote Day.
July 1, 2019	Implement 2019/20 budget.

- Green – Indicates Board of Education meeting date
- Bold** – Filing Deadline date
- Blue – Budget Vote date