

**WESTFIELD ACADEMY AND CENTRAL SCHOOL
WESTFIELD, NEW YORK**

BUDGET DEVELOPMENT CALENDAR
2021-22 School Year

December 14, 2020	Regular Business Meeting a) Adopt Budget Calendar and Guidelines
December 15, 2020	1. Distribute budget information packs to all staff members including key dates for input 2. Notify building teams of budget development and input opportunities
January 4, 2021	Reminder sent to all staff building teams on deadline for budget submissions and recommendations
January 15, 2021	All Budget requests due to Principals with details Staff requests to Superintendent with justifications from Principals No further staff budget requisitions accepted after this date Allocations set by Business Official and Superintendent
January 2021	Superintendent and Business Official meet with individual supervisors to review all requests BOCES preliminary service requests reviewed and entered into WinCap Web Principals review all Budget requests with the staff
February 8, 2021	Supplemental Business Meeting a) <i>Budget Study Session 1</i> - General Support and Transportation b) Building Teams' input on budget development encouraged at this meeting c) All Summer Curriculum requests submitted to Superintendent
February 22, 2021	Regular Business Meeting a) <i>Budget Study Session 2</i> - Instruction, Administration and Improvement, Pupil Services b) Teachers' Summer Work Requests submitted to Principals c) File Legal Notice for Annual Meeting/Elections (publish 3/31, 4/7, 4/21, 5/7)
February 26, 2021	Submit Tax Levy Limit- Office of State Comptroller- due by March 1, 2021
March 1, 2021	Deadline for posting Maximum Allowable increase in District's School Tax Levy for 2021-22 budget on NYS Comptroller's website.
March 8, 2021	Regular Business Meeting a) <i>Budget Study Session 3</i> - Special Apportionment, Tax Cap, Athletics, Debt Service

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March 22, 2021	Supplemental Business Meeting a) <i>Budget Study Session 4</i> – Revenues, Final Budget Review
April 12, 2021	Regular Business Meeting Adopt Budget (last date to adopt the Budget is Friday, April 23, 2021)
April 13, 2021	Tax Report Card filed with SED and sent to newspapers (day after adoption)
April 19, 2021	Petitions for School Board Elections submitted by 5:00 p.m. Applications for absentee ballots made available
April 23, 2021	District must send absentee ballots to military voters Requirements: Ballots for military voters shall be mailed or otherwise distributed by the appropriate school board of education or school district public library trustees, as applicable, in accordance with the military voter’s preferred method of transmission provided in subdivision (b) of this section, as soon as practicable, but not later than 25 days before the election.
April 22-May 11, 2021	Absentee ballots mailed no earlier than 30 days or later than 7 days prior to May 18
April 28, 2021	Distribution of Budget Newsletter
May 1, 2021	BOCES commitment statement due from WACS
May 10, 2021	Public Hearing on Budget, 6:00 p.m. Deadline for applications for absentee ballots if ballots are to be mailed Regular Business Meeting, 7:00pm Appoint: Election Inspectors, District Clerk as chairperson for Annual Meeting BOCES Budget Vote Budget available for public inspection
May 11, 2021	Absentee ballot applications due, if the ballot is to be mailed to the voter
May 11, 2021	Six-Day Budget Notice mailed to District residents
May 12-17, 2021	List of persons to whom absentee ballots have been issued and registered available for inspection
May 18, 2021	Annual Meeting and Budget Vote and School Board Elections, 12:00 PM to 8:00 PM in School Lobby Absentee ballots due to District Clerk by 5:00 PM
June 15, 2021	Budget Revote