

**BATAVIA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
CALENDAR
PREPARATION OF THE 2016-2017 BUDGET**

Tuesday	October 13 Board Meeting	Board of Education adopts 2016-17 budget calendar
Tuesday	October 13 Board Meeting	Board of Education establishes 2016-17 budget parameters
Wednesday	October 14	Advertise for Budget Ambassadors (Newsletter, Daily News, WBTA, FB, Website)
Friday	October 16	Preliminary Budget information distributed; direct entry into nVision to Building Principals, Directors, Department Chairpersons
Monday	November 30	Preliminary Budget requests due
Thursday	January 7	Budget Ambassador applications due
Friday	January 15	Administrative Budget completed (Appropriations section only)
Tuesday	January 19 Board Meeting	Board of Education appoints Budget Ambassadors
Tuesday	January 19 Board Meeting	Board of Education review of Administrative Budget (Appropriations)/ Propositions (if any)
Friday	January 22	Administrative Budget completed (Revenues and all other)
Wednesday	February 3 Ambassadors Mtg.	Budget Ambassadors review proposed Administrative Budget
Wednesday	February 10 Ambassadors Mtg.	Budget Ambassadors continue review proposed Administrative Budget
Tuesday	February 23	Board of Education continues review of Administrative Budget/Propositions (if any) and solicits comments from the public

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Wednesday	February 24 Ambassadors Mtg.	Budget Ambassadors complete their review of proposed Administrative Budget and submit to the Board of Education their recommendations
Wednesday	March 2	Budget Ambassadors alternate/snow date
Tuesday	March 15 Board Meeting	Board of Education continues review of Administrative Budget/Propositions (if any) and solicits comments from the public
Saturday	April 2	Legal Publication
Saturday	April 9	Legal Publication
Saturday	April 16	Legal Publication
Tuesday	April 19 Board Meeting	Board of Education completes review of Administrative Budget/Propositions Board of Education establishes tentative 2016-17 Budget and Propositions (if any)
Wednesday	April 20	BOE petitions due
Wednesday	April 20	Voter Registration Day
Saturday	April 23	Legal Publication
Monday	May 2	Popular Budget available for public review
Tuesday	May 10	Presentation of Budget/Propositions and questions from the public Time: 7:00 p.m. Place: Batavia High School - Library
Tuesday	May 17	Budget, Board of Education and Propositions (if any) Vote 7:00 a.m. through 9:00 p.m.

BATAVIA CITY SCHOOL DISTRICT

BUDGET GUIDELINES

2016-2017

- ⇒ Meet all applicable mandates, health, safety, and legal requirements.
- ⇒ Fulfill all contractual obligations.
- ⇒ Support educational programs and services vital to successful implementation of the district mission and vision.
- ⇒ Identify alternative funding sources.
- ⇒ Optimally prepare the first draft of the 2016-17 budget with a tax levy increase of no more than 2% over the 2015-16 tax levy (total tax levy increase of no more than \$370,027).
- ⇒ Optimally prepare the first draft of the 2016-17 budget with an increase of no more than 2% over the 2015-16 budget (total budget increase of no more than \$862,167).
- ⇒ Optimally prepare the first draft of the 2016-17 budget with a tax levy increase of no more than 2% over the allowed tax cap.