

**BATAVIA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
CALENDAR
PREPARATION OF THE 2015-2016 BUDGET**

Tuesday	October 21 Board Meeting	Board of Education adopts 2015-16 budget calendar
Tuesday	October 21 Board Meeting	Board of Education establishes 2015-16 budget parameters
Wednesday	October 22	Advertise for Budget Ambassadors (Newsletter, Daily News, WBTA)
Friday	October 24	Preliminary Budget information distributed; direct entry into Finance Manager to Building Principals, Directors, Department Chairpersons
Monday	December 1	Preliminary Budget requests due
Thursday	January 8	Budget Ambassador applications due
Friday	January 9	Administrative Budget completed (Appropriations section only)
Tuesday	January 13 Board Meeting	Board of Education appoints Budget Ambassadors
Tuesday	January 13 Board Meeting	Board of Education review of Administrative Budget (Appropriations)/ Propositions (if any)
Friday	January 30	Administrative Budget completed (Revenues and all other)
Wednesday	February 4 Ambassadors Mtg.	Budget Ambassadors review proposed Administrative Budget
Tuesday	February 10	Board of Education continues review of Administrative Budget/Propositions (if any) and solicits comments from the public
Wednesday	February 11 Ambassadors Mtg.	Budget Ambassadors continue review proposed Administrative Budget

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Wednesday	February 25 Ambassadors Mtg.	Budget Ambassadors complete their review of proposed Administrative Budget and submit to the Board of Education their recommendations
Tuesday	March 3 Board Meeting	Board of Education continues review of Administrative Budget/Propositions (if any) and solicits comments from the public
Wednesday	March 4	Budget Ambassadors alternate/snow date
Tuesday	March 17 Board Meeting	Board of Education continues review of Administrative Budget/Propositions (if any) and solicits comments from the public
Saturday	April 4	Legal Publication
Saturday	April 11	Legal Publication
Tuesday	April 14 Board Meeting	Board of Education completes review of Administrative Budget/Propositions Board of Education establishes tentative 2015-16 Budget and Propositions (if any)
Saturday	April 18	Legal Publication
Wednesday	April 22	BOE petitions due
Wednesday	April 22	Voter Registration Day
Saturday	April 25	Legal Publication
Monday	May 4	Popular Budget available for public review
Tuesday	May 12	Presentation of Budget/Propositions and questions from the public
		Time: 7:00 p.m. Place: Batavia High School - Library
Tuesday	May 19	Budget, Board of Education and Propositions (if any) Vote

7:00 a.m. through 9:00 p.m.

Board Approval: 10/21/14

BATAVIA CITY SCHOOL DISTRICT

BUDGET GUIDELINES

2015-2016

- ⇒ 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.
- ⇒ Prepare the first draft of the 2015-16 budget with a tax levy increase over the 2014-15 budget of no more than the allowed tax cap.