

**KENMORE-TOWN OF TONAWANDA UFSD
2016-17 BUDGET PREPARATION CALENDAR**

SEPTEMBER:		
September	Draft Budget Preparation Calendar and Program Continuation Format	A.S.-Finance
OCTOBER:		
10/13/2015	Discuss budget development process and calendar	BOE/Supt.
NOVEMBER:		
11/10/2015	Budget discussion -Review 2016-17 recommended student allocations -Present Program Continuation information concept and format	BOE/Supt. Supt./A.S.-Finance Supt./A.S.-Finance
11/12/2015	Distribute budget development forms to schools and departments	A.S.-Finance
DECEMBER:		
12/8/2015	Budget discussion -Program Continuation information- Compensation changes -Program Continuation Student Program enhancements/reductions -Present 5-year plan update	BOE/Supt. Supt./A.S.H.R./Finance Supt./A.S.-Instruction Supt./A.S.-Finance
12/18/2015	Schools and departments return budget development forms to business office	Principals/Directors
JANUARY:		
1/12/2016	Budget Discussion -Present Program Continuation Information- Support Services & District Wide Services -Review Tax Levy Limit Cap Information to date -Review schools and department budgets	BOE/Supt. Supt./A.S Supt./A.S.-Finance Supt./Principals Department chairs
FEBRUARY:		
February	Complete first draft of expenditure budget	A.S.-Finance
February	Prepare first draft of estimated revenue budget	A.S.-Finance
2/2/2016	Budget Worksession -Present Program Continuation information- Transportation and Debt Services -Present Estimated deficit based on program continuation budget plus enhancements/reductions -Review proposed bus purchases -Review debt service budget detail -Review NYS Executive state budget proposal -Review Components of Tax Levy Limit	BOE/Supt. A.S. Finance Cabinet A.S. Finance A.S. Finance A.S. Finance
2/9/2016	BOE Meeting -Prepare Tax Levy Limit - First Draft	BOE/Supt. A.S.-Finance
MARCH:		
3/1/2016	Budget Worksession -Review budget staffing plan -Review & discuss first draft of budget -Review Tax Levy Limit calculation -Review & discuss draft revenue budget -Review difference between working draft expense and revenue plans	BOE/Supt. A.S. H.R. A.S.Finance A.S.Finance A.S.Finance A.S.Finance
3/8/2016	Budget Discussion -Budget development update -Working draft budget reduction options as needed	BOE/Supt.
3/29/2016	Budget Worksession Budget development update	BOE/Supt.
APRIL:		
4/12/2015	BOE Meeting -Tentative budget adoption -Approve chairperson and election inspectors for Budget Vote -BOCES Admin. Budget and Trustee vote -Last day for BOE to legally adopt budget is 4/22/2016	BOE/Supt. BOE/Supt. BOE/District Clerk BOE/Supt. BOE/Supt.
MAY:		
5/10/2016	Budget Hearing -Presented in plain language and 3-Part format -Budget Statement available at Budget Hearing -Mail Budget Notice	BOE/Supt./A.S Finance A.S.-Finance A.S.-Finance A.S.-Finance/PR
5/17/2016	Trustee election and budget vote	District Clerk