To: Mr. Matthew McGarrity & Board of Education
From: Jeffrey R. Petrus
Date: January 7, 2021
Re: 2021-22 Budget Development Calendar

Attached is the draft 2021-22 Budget Development Calendar. A few key dates in the calendar for this year:

February 9th – 1st Draft of the 2021-22 Budget Presented to the Board
March 1st – Submission of Tax Levy Calculation Information & District’s Calculation of Tax Levy Limit to the State
March 30th – Target Date for Board Adoption of Budget
April 23rd – Deadline for Board Adoption Date
May 4th – Budget Hearing
May 18th – Annual Budget Vote and BOE Election

If this calendar meets with your approval, please approve the following resolution:

A motion by ________________, seconded by ________________, to approve the 2021-22 Budget Development Calendar.

Enclosure
ORCHARD PARK CENTRAL SCHOOL DISTRICT
2021-22 BUDGET DEVELOPMENT CALENDAR

January 2021  ~ 1st Draft Budget Development (Asst. Supt for Business w/input from Supt & Asst. Supt's)

January 12, 2021  ~ 2021-22 Budget Development Calendar approved by the Board of Education (Board Meeting)

February 9, 2021  ~ 1st Draft of 2021-22 Budget presented to the Board (Board Meeting)

(Break: February 13, 2021 - February 21, 2021)

March 1, 2021  ~ Submission of Tax Cap Calculation Information & District's Calculation of Tax Levy Limit

March 9, 2021  ~ Budget Development Discussions (Board Meeting)
                ~ Adopt Legal Notice of School Budget Hearing and Budget Vote

March 16, 2021  ~ Additional Board Meeting Date for Budget Discussions (if needed)

March 23, 2021  ~ Additional Board Meeting Date for Budget Discussions (if needed)

March 30, 2021  ~ Target Date for Budget Adoption (or) Further Discussion if not ready (Board Meeting)

April 2, 2021  ~ Deadline for First publication of Legal Notice
                (First notice published at least 45 days before the vote + 3 other

(Break: April 3, 2021 - April 11, 2021)

April 19, 2021  ~ Submission of petitions for propositions and Candidate petitions due for Board Election
                (Deadline 30 days prior to election/vote)
April 20, 2021  ~ Budget Development Discussions (Board Meeting) (if necessary)

April 23, 2021  ~ Final date by law for 2021-22 Budget adoption by Board of Education

April 26, 2021  ~ Property Tax Report Card submitted to SED and local newspapers
                  (Within 24 hrs of Budget adoption, but no later than 24 days before vote)

April 27, 2021  ~ Adopted Budget and required attachments available in each building
                  (Must be available 7 days prior to Budget Hearing)

May 4, 2021    ~ Budget Hearing and Candidate Presentations (Board Meeting)
                  (Hearing must be 7 to 14 days before date of vote)

May 12, 2021   ~ Budget Notice and Popular Budget mailing
                  (Budget Notice must be mailed at least 6 days prior to date of vote)

May 13, 2021   ~ List of residents who were given Applications for Absentee Ballots
                  (Must be posted in District Clerk’s Office at least 5 days before vote)

May 18, 2021   ~ Annual Budget Vote and BOE Election (7:00 AM to 9:00 PM)
                  (3rd Tuesday in May)