

SCHOOL BUDGET DEADLINES AND ACTIONS

2012

May Budget Vote

Deadline	Budgetary Action
March 1, 2012	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website.
March 31, 2012	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers. If no such newspapers exist in the district, the notice should be posted in at least 20 public places at least 45 days in advance of the Budget Vote.
April 16, 2012 April 25, 2012	Submission of petitions for Board of Education candidates. Small cities have a deadline of 20 days prior to Budget Vote, all others 30 days. Accept petitions through Monday April 16 th , as 30 th day falls on Sunday, April 15 th .
April 16, 2012	Last day to submit petitions for propositions to be placed on the ballot.
April 20, 2012	Proposed 2012-13 budget approved by Board of Education.
April 21, 2012	Property Tax Report Card must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following the budget adoption but no later than 24 days prior to Budget Vote. The Report Card includes: total General Fund budget, percentage increase or decrease in total spending and tax levy from prior school year budget, total estimated school tax levy, enrollment growth and the percentage change in enrollment from the previous year, fund balance information (actual and projected) and the percentage increase in the Consumer Price Index.
	Property Tax Report Card must be transmitted to local newspapers of general circulation.
Up Through May 14, 2012 (Absentee Ballot List) April 15 – May 8, 2012 (mail ballots)	District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election. Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day.
April 24, 2012 – May 1, 2012	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before the Budget Vote.
May 1 – May 8, 2012	Hold Budget Hearing 7-14 days prior to Budget Vote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
May 2 – May 9, 2012	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.
May 15, 2012	Annual Meeting. The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.

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June Budget Revote

June 5, 2012	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
May 29 – June 5, 2012	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
June 5 – June 12, 2012	Hold Budget Hearing 7-14 days prior to Budget Revote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
June 6 – 13, 2012	Mail budget notice to voters the day after the hearing but no later than 6 days before revote day.
June 19, 2012	Statewide Budget Revote Day