

HORSEHEADS CENTRAL SCHOOL DISTRICT 2011-12 BUDGET DEVELOPMENT CALENDAR	
July 1 – August 31, 2011	Administrators/Supervisors review previous year’s budget and programs
July 7, 2011	BOE Organizational Meeting
August 11, 2011	BOE Special Business Meeting (Action on Tax Warrant)
August 25, 2011	BOE Meeting; Finance Committee reviews Budget Calendar and development process
September 1 – October 30, 2011	Administrators/Supervisors analyze building enrollments and project budget needs (3-year spending history)
September 15, 2011	ACM: Budget Process Review (Requests/Critical Needs)
September 29, 2011	BOE Meeting
October 27, 2011	BOE Meeting
November 1 – December 19, 2011	Administrators/Supervisors audit contractual, supplies, equipment
November 4, 2011	Administrators/Supervisors receive Budget Prep Packet for respective buildings or departments
November 16, 2011	Review: Facilities with Central Office
November 17, 2011	Review: Transportation with Central Office
November 17, 2011	BOE Meeting
December 13, 2011	Staff/Teacher budgets to Administrators/Supervisors
December 15, 2011	BOE Meeting
December 20, 2011	Building/Department Budgets to Business Office
January 13, 2012	Draft Budgets returned to Administrators/Supervisors
January 26, 2012	BOE Meeting
February 3, 2012	Review: BOCES with Central Office
February 9, 2012	Community Budget Meeting #1: Big Flats Community Center

February 10, 2012	Review: 2011-12 Budget with Central Office
February 23, 2012	BOE Meeting
March 8, 2012	Community Budget Meeting #2: Erin Town Hall
March 15, 2012	ACM: 2011-12 Budget Review
March 29, 2012	BOE Meeting
April 3, 2012	BOCES Annual Meeting
April 4, 2012	Community Budget Meeting #3: Veteran Town Hall
April 18, 2012	BOE Special Business Meeting (Action of BOCES Budget and Board Members AND action on the final adoption of the 2011-12 District Budget)
April 26, 2012	BOE Meeting
May 3, 2012	Public Hearing on the Budget
May 15, 2012	Budget Vote (High School, Big Flats, Ridge Road)
May 31, 2012	BOE Meeting
June 21, 2012	BOE Meeting: Review Budget Process