

HORSEHEADS CENTRAL SCHOOL DISTRICT 2013-14 BUDGET DEVELOPMENT CALENDAR	
July 1 – August 31, 2012	Administrators/Supervisors review previous year’s budget and programs
July 12, 2011	BOE Organizational Meeting
August 13, 2012	BOE Special Business Meeting (Action on Tax Warrant)
August 30, 2012	BOE Meeting; Finance Committee reviews Budget Calendar and development process
September 1 – October 30, 2012	Administrators/Supervisors analyze building enrollments and project budget needs (3-year spending history)
September 13, 2012	ACM: Budget Process Review (Requests/Critical Needs)
September 27, 2012	BOE Meeting
October 25, 2012	BOE Meeting
November 1 – December 21, 2012	Administrators/Supervisors audit contractual, supplies, equipment
November 5, 2012	Administrators/Supervisors receive Budget Prep Packet for respective buildings or departments
November 15, 2012	Review: Facilities with Central Office
November 16, 2012	Review: Transportation with Central Office
November 29, 2012	BOE Meeting
December 14, 2012	Staff/Teacher budgets to Administrators/Supervisors
December 20, 2012	BOE Meeting
December 21, 2012	Building/Department Budgets to Business Office
January 11, 2013	Draft Budgets returned to Administrators/Supervisors
January 31, 2013	BOE Meeting
February 1, 2013	Review: BOCES with Central Office
February 7, 2013	Community Budget Meeting #1: Erin Town Hall

February 15, 2013	Review: 2012-13 Budget with Central Office
February 28, 2013	BOE Meeting
March 7, 2013	Community Budget Meeting #2: Big Flats Community Center
March 7, 2013	ACM: 2011-12 Budget Review
March 28, 2013	BOE Meeting
April 9, 2013	BOCES Annual Meeting
April 11, 2013	Community Budget Meeting #3: Broad Street School Cafeteria
April 17, 2013	BOE Special Business Meeting (Action of BOCES Budget and Board Members AND action on the final adoption of the 2011-12 District Budget)
April 25, 2013	BOE Meeting
May 2, 2013	Public Hearing on the Budget
May 21, 2013	Budget Vote (High School, Big Flats, Ridge Road)
May 30, 2013	BOE Meeting
June 20, 2013	BOE Meeting: Review Budget Process