

**MILFORD CENTRAL SCHOOL
BUDGET PREPARATION TIMETABLE
For the Budget Year 2021-2022**

ACTIVITY	PERSON RESPONSIBLE	DATE
Approve Budget Calendar	Superintendent and BOE	December 10, 2020
Requisitions Due	Business Office	January 8, 2021
Budget Overview at Regular BOE Meeting	Superintendent and Treasurer	January 14, 2021
Project Enrollments - Regular School, Special Education, BOCES	Superintendent	January 29, 2021
Revenue Projections at Regular BOE Meeting	Superintendent, Treasurer and BOE	February 11, 2021
Plant Operations/Transportation Budget	D. Harvey & Treasurer	February 26, 2021
Debt Service/Benefits	Superintendent and Treasurer	February 26, 2021
Board, Central Admin, Transportaiton	Superintendent and Treasurer	February 26, 2021
BOCES, Instructional Budget	Superintendent and Treasurer	February 26, 2021
Submit Information to State Comptroller to calculate Tax Levy Limit	Superintendent and Treasurer	March 1, 2021
Present Budget Draft at Regular BOE Meeting - Review Admin, Transportation, Debt Service & Benefits	Superintendent, Treasurer and BOE	March 11, 2021
Final Budget Review at Regular BOE Meeting - Instruction, BOCES	Superintendent, Treasurer and BOE	March 25, 2021
Revenues, Fund Balance, Tax Projections at Regular BOE Meeting	Superintendent, Treasurer and BOE	March 25, 2021
Adopt Budget at Regular BOE Meeting - Regular and Contingent Budget	Board of Education	March 25, 2021
Legal Notices to the Daily Star	Board Clerk	March 30, April 13, April 27, and May 4, 2021
Board Candidates Petitions due	Board Clerk	April 19, 2021
Submit Property Tax Report Card to SED and transmitted to local newspaper	Treasurer/Superintendent	The next business day following approval by BOE, but no later than April 26, 2021
Budget Statement and Required Attachments to be made available	Treasurer/Business Office	No later than April 27, 2021
Budget Hearing 7PM - (Mandated 7-14 days before vote)	Superintendent, BOE and Board Clerk	May 4, 2021
Mail 6 day Budget Notice		May 5, 2021 - May 12, 2021
Post list of Absentee Ballots available	Board Clerk	May 17, 2021
Mail absentee ballot for every qualified voter who requests one	Board Clerk	April 19, 2021-May 11, 2021
Annual Meeting/Budget Vote 2-8PM Locked box for Absentee Ballots)	Superintendent, BOE, Board Clerk	May 18, 2021