

HEMPSTEAD UNION FREE SCHOOL DISTRICT

CALENDAR FOR 2015-2016 BUDGET

-	Task	Date	By Whom
1.	Approval of Budget Calendar	Thursday, October 16, 2014	Board of Education
2.	Distribution of Budget Calendar	Friday, October 17, 2014	Business Official
3.	Budget Preparation Worksheets distributed to Asst. Supt's., Directors and Principals	Monday, October 27, 2014	Business Official
4.	BUDGET INPUT MEETING with PTAs and Community Leaders	Monday, November 3, 2014 Monday, November 17, 2014	Superintendent Business Official
5.	Asst. Supt's., Directors and Principals Completed Budget Worksheets due to Business Official	Friday, November 21, 2014	Asst. Supt's., Directors and Principals
6.	Individual (as scheduled) Asst. Supt., Director and Principal Budget Meetings at the Superintendent's Office	Monday, December 1, through Friday, December 12, 2014	Superintendent Business Official
7.	Revised (if required) Budget Worksheets Due to Business Official	Friday, December 19, 2014	Asst. Supt's., Directors and Principals
8.	First Budget Draft to Superintendent of Schools for Review	Monday, January 5, 2015	Business Official
9.	Forward Revised Budget Draft to Supt of Schools for Review	Friday, January 9, 2015	Business Official
10.	Forward Budget Draft to Board of Education for Review	Friday, January 16, 2015	Superintendent
11.	Board/Administration BUDGET WORKSHOPS (Public Invited)	Monday, February 2, 2015 Tuesday, February 24, 2015	BOE, Superintendent & Business Official
12.	Submit tax levy limit to the Office of Comptroller Tax & Finance	Friday, February 27, 2015	Business Official
13.	Board/Administration BUDGET WORKSHOPS (Public Invited)	Monday, March 9, 2015 Monday, March 23, 2015	BOE, Superintendent & Business Official
14.	ADOPTION OF PROPOSED BUDGET	Thursday, April 16, 2015	Board of Education
15.	Property Tax Report Card submitted to SED and local newspaper(s)	Friday, April 24, 2015	Business Official
16.	Distribution of Budget and "Required Information to Schools"	Monday, April 27, 2015	Business Official
17.	Distribution of Budget Edition of the Hempstead Newsletter	Friday, May 1, 2015	Business Official
18.	BUDGET HEARING (includes Budget Presentation to Public)	Tuesday, May 5, 2015	Board of Education
19.	Mail Budget Notice (card)	Friday, May 8, 2015	Business Official
20.	BUDGET VOTE	Tuesday, May 19, 2015	Public