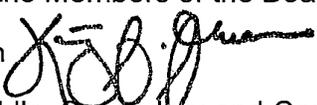




THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

TO: The Honorable the Members of the Board of Regents

FROM: Kathy A. Ahearn 

COMMITTEE: Elementary, Middle, Secondary and Continuing Education

TITLE OF ITEM: Budget Deadlines

DATE OF SUBMISSION: March 21, 2003

PROPOSED HANDLING: Discussion

RATIONALE FOR ITEM: Ensure Board knows of relevant deadlines

STRATEGIC GOAL: Goal 5

AUTHORIZATION(S): 

SUMMARY:

The attached table summarizes the key budget deadlines that apply to school district budget votes in the 2003 school year.

School Budget Voting Deadlines--- 2003

Action	Deadline	Education Law Provisions	Description
First legal notice	April 5 *	Ed Law §§ 2003(1), 2004(1), 2121(4), 2601-a(2), 1608(2), 1716(2)	45 day notice of annual meeting and election (including budget vote); first legal notice must be published, or notice posted, at least 45 days before vote; notice must include, among other things, notice of the date, time and place of the annual meeting and election and of the budget hearing
Submission of nominating petitions (non-city districts)	April 21	§ 2018(a) For small city districts, scc § 2608(1)	In non-city districts, nominating petitions for board candidates must be submitted 30 days prior to vote (20 days for small city districts)
Property Tax Report Card Submission	April 26 *	§§ 1608(7), 1716(7)	Property tax report card must be submitted to SED by the next business day following board approval but not less than 24 days prior to vote; includes budget data such as total general fund budget, % increase or decrease in total spending and tax levy from prior year, etc.; must be publicly available and transmitted to newspapers; SED must post on website 10 days prior to uniform voting day
Mailing of absentee ballots (Districts w/o registration)	April 21- May 13 (varies)	§§ 2018-b(4)	District clerk must mail absentee ballots not earlier than 30 days no later than 7 days prior to the vote
Proposed budget available	April 29 to May 6	§§ 1608(1), 1716(1)	Proposed budget statement must be available upon request at least 7 days prior to the budget hearing
Budget hearing	May 6 to May 13	§§ 1608(1), 1716(1)	Budget must be presented to voters at budget hearing held at least 7 days and no more than 14 days prior to the vote
Budget notice	May 7 to May 14	§ 2022(2-a)	Budget notice must be mailed to the voters after the budget hearing and not later than 6 days prior to the vote
Uniform Voting day	May 20	§§ 2002(1), 2601-a(2)	Budget vote occurs on 3rd Tuesday in May (unless religious holiday)

* Under General Construction Law § 25-a, when a period of time before which or after which an act is to be done falls on a Saturday, Sunday or Public Holiday , the act may be done on the next succeeding business day.