

CITY SCHOOL DISTRICT OF ALBANY
BUDGET DEVELOPMENT CALENDAR
2011-2012

- 11/12/10 (Fri)** Central Administration will send Building Principals, Directors and Instructional Supervisors budget development materials and information.
- 11/23/10 (Tues)** Building and Departmental budgetary requests are due to District Office.
- 11/29/10 – 1/14/11** Administration will conduct preliminary budget meetings with principals, directors and supervisors.
- 12/2/10 (Thurs)** **Board Meeting**
Board and Administration will discuss Superintendent's academic goals and objectives to provide guidance for budget development. If additional details or discussion are needed, a follow-up will be scheduled as appropriate.
- 2/3/11 (Thurs)** **Board Meeting**
Administration will present objectives and program strategies to support 2011-2012 budget development.
- 2/17/11 (Thurs)** **Roundtable Meeting**
Board will further discuss program strategies and initiatives along with associated budget implications. Board will submit requests to Administration for any additional information or analysis. Public comment is invited. Budget development update.
- 3/3/11 (Thurs)** **Board Meeting**
Administration will present **1st Draft Budget** highlighting anticipated changes to the new budget based on the Superintendent's recommendations.
- 3/17/11 (Thurs)** **Roundtable Meeting**
Board will discuss the **2nd DRAFT BUDGET**. Public comment is invited. Board will adopt a resolution to publish the **Required Legal Notice** to announce budget vote (first notice to be published before April 2, 2011).
- 3/31/11 (Thurs)** **Special Budget Forum & Meeting**
Administration will present and Board will further discuss **DRAFT BUDGET**. This is the last date that public comment can impact the budget.
- 4/2/11 (Sat)** **Latest date** to publish first of four Legal Notices of Budget Hearing and Vote.

- 4/12/11 (Tues)** **Special Budget Forum & Meeting**
The Board will discuss and **ADOPT the FINAL BUDGET.**
- 4/14/11 (Thurs)** **Roundtable Meeting**
The Board will discuss and **ADOPT the FINAL BUDGET** (if it is not adopted 4/12/11). If the Budget is passed on 4/12/11, then this will be a Regular Roundtable Meeting.
- 4/13/11 (Wed)** The “**Property Tax Report Card**” will be submitted to SED and local newspapers of general circulation the day following the budget adoption.
- 4/15/11 (Fri)** The “**Property Tax Report Card**” will be submitted to SED and local newspapers of general circulation the day following the budget adoption. Publish second of four Legal Notices of Budget Hearing and Vote.
- 4/28/11 (Thurs)** Budget Newsletter mailed to community (one week prior to Budget Hearing). Publish third of four Legal Notices of Budget Hearing and Vote.
- 4/28/11 (Thurs)** Copies of the Budget Statement available at District Office and school office building (7 calendar days before the Public Hearing)
- 5/5/11 (Thurs)** **Board Meeting**
Board will conduct a “**Budget Hearing**” to present the previously finalized budget. The budget cannot be changed based on public comment on this date. Publish fourth of four Legal Notices of Budget Hearing and Vote.
- 5/6/11 (Fri)** A “**School Budget Notice**” will be mailed to community (one day after Public Hearing) to remind the public of the vote date and provide required financial information.
- 5/17/11 (Tues)** **Budget Vote Date**

October 14, 2010