

**HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT
OF HUNTINGTON AND BABYLON**

2021/22 BUDGET DEVELOPMENT CALENDAR

OCTOBER 19, 2020	Present 2021/22 budget development calendar to Board of Education for adoption
NOVEMBER	Distribution of budget development packets to budget supervisors
DECEMBER 18	Deadline for all budget packets to be returned to Business Office from budget supervisors
JAN. – MAY 2021	Board of Education budget meetings as needed
JAN. - APRIL 2021	Development of 2021/22 staff projections (including federally funded positions)
FEBRUARY	Central Office Administrators review first draft of budget
MARCH 1	Property Tax Levy Cap info sent to the Office of the State Comptroller
MARCH 8	Board of Education motion to accept contents of Legal Notice
MARCH 8, 22	Board of Education budget presentations/discussions
MARCH 26	Preliminary budget submitted to Board of Education
APRIL 1, APRIL 15, APRIL 29, MAY 13	Publish Legal Notice of Annual Budget Meeting and Vote – Long Islander and Newsday
APRIL 19	Presentation and adoption of final 2021/22 proposed budget by Board of Education and Board motion to accept Property Tax Report Card
APRIL 20	Property Tax Report Card submitted to SED and local newspapers
APRIL 19	Deadline to submit to District Clerk petitions for Board of Education Trustee seats
Week of APRIL 20	Budget Brochure information sent to printer and published on the District website
APRIL - MAY	Community and staff informational presentations on proposed budget
By MAY 3	Budget Brochure mailed to voters of the District
APRIL 29	Budget statement and required attachments made available for public review at community libraries, schools and on website. Salary disclosure transmitted to SED.
MAY 10	Budget Hearing (legally required community budget presentation)
MAY 11	Budget Notice mailed to voters (legally required)
MAY 18	Annual Meeting – Budget Vote and Board of Education Trustee Elections