

**BOARDS OF EDUCATION
LEVY AND BUDGET CALENDAR
FOR THE 2016-17 YEAR**

<u>Date</u>	<u>Requirement</u>	<u>Code Reference</u>
January 13, 2016	Legislature convenes the regular 60-day session.	Const. Art. 6 §18
February 15, 2016	The tax commissioner is required to submit to the Legislature a preliminary statewide aggregate tax revenue projection to assist the Legislature in establishing the regular levy rates for boards of education.	WVC §11-1C-5(4)
March 3, 2016	County assessors are required to issue to all levying bodies certificates of valuation certifying the assessed valuation of all property in the county by March 3 rd of each year. A copy is to be provided to the Department of Education and one to the State Auditor's office.	WVC §11-3-6
March 12, 2016	Regular sixty day legislative session ends.	Const. Art. 6 §22 WVC §11-8-6f
March 29, 2016	Projected release date of the final state aid computations for the 2016-17 year.	
March 7-28, 2016	Each county board is required to hold a meeting or meetings to ascertain the fiscal condition of the board and determine the amount to be raised by the levy of taxes. The meeting is to then stand adjourned until the 3 rd Tuesday in April.	WVC §11-8-9 & WVC §11-8-12
No later than March 28, 2016	Each county superintendent is required to forward immediately one copy of the Schedule of Proposed Levy Rates (WVDE 11-20-36) to the State Auditor and one copy to the State Board of Education. <u>(Do not submit a copy of the proposed budget at this time.)</u>	WVC §11-8-12
	Each levying body is required to publish the Schedule of Proposed Levy Rates (WVDE 11-20-36) <u>forthwith</u> as a Class II-O legal advertisement in compliance with the provisions of WVC §59-3-1 et seq.	WVC §11-8-32
April 9, 2016	Last day to publish notice of the budget hearing, for the county boards that plan on holding the public hearing on the 3rd Tuesday in April. Each county board is required to publish a notice of the budget hearing at least 10 days prior to the hearing.	WVC §18-5-4
	Notice of the budget hearing must be published as a Class I legal advertisement in compliance with the provisions of WVC §59-3-1 et seq.	WVC §18-5-4

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<u>Date</u>	<u>Requirement</u>	<u>Code Reference</u>
April 9, 2016	<p>This is also the last date for making a copy of the proposed budget available for public inspection, for the county boards that plan on holding the public hearing on the 3rd Tuesday in April.</p>	WVC §18-5-4
	<p>Each county board is required to make a copy of its proposed budget available for public inspection at least 10 days prior to holding the public hearing. This can be done by publishing the proposed budget document, by posting the proposed budget on the district's website, posting on various bulletin boards, or by providing access to a copy of the proposed budget in the business office during normal business hours.</p>	WVC §18-5-4
	<p>Note: If the budget document is published at least 10 days prior to the budget hearing, the notice of the hearing may be included in the same publication as the proposed budget document.</p>	
	<p>The proposed budget must be published as a Class II-O legal advertisement in compliance with the provisions of WVC §59-3-1 et seq.</p>	WVC §11-8-32
	<p>NOTE: WVC §11-8-32 does not specify when the proposed budget is to be published. County boards may publish just the notice of the budget hearing 10 days prior to the hearing, as required, and publish the proposed budget after its adoption at the budget hearing.</p>	
April 19, 2016	<p>Each levying body is statutorily required to reconvene the March meeting on the third Tuesday in April to officially enter all levies, after having received approval from the state auditor.</p>	WVC §11-8-12a
April 22, 2016	<p>Within 3 days after levies have been laid, each levying body is statutorily required to forward certified copies of the Levy Order and Rate Sheet (WVDE11-20-37) to the State Auditor. Copies of the Levy Order and Rate Sheet MUST also be forwarded to the Department of Education, Office of School Finance.</p>	WVC §11-8-13
No later than May 20, 2016**	<p>Latest date for making a copy of the proposed budget available for public inspection.</p>	WVC §18-5-4

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<u>Date</u>	<u>Requirement</u>	<u>Code Reference</u>
No later than May 30, 2016**	Each county board is statutorily required to hold a budget hearing concerning the proposed budget for the ensuing fiscal year not less than ten days after the budget has been made available for public inspection, but no later than May 30th.	WVC §18-5-4, WVC §18-9B-6, & WVC §18-9B-6a
No later than May 30, 2016**	After the hearing, the board must formally ADOPT its proposed budget for the subsequent year, PENDING APPROVAL by the State Superintendent. The proposed budget must be published as a Class II-O legal advertisement in compliance with the provisions of WVC §59-3-1 et seq.	WVC §11-8-32
	NOTE: WVC §11-8-32 does not specify when the proposed budget is to be published. County boards may publish just the notice of the budget hearing 10 days prior to the hearing, as required, and publish the proposed budget after its adoption at the budget hearing.	
No later than May 30, 2016**	Each county board MUST submit its proposed budget electronically to the State Superintendent for approval by this date. Do not mail printed copies of the budget document. Also, do not mail copies of the proposed budget to the State Auditor's Office.	WVC §18-9B-6
June 30, 2016	The proposed budget will be reviewed and analyzed by the Office of School Finance and recommendations regarding its approval will be submitted to the State Superintendent of Schools. County boards will be notified by June 30 of the superintendent's approval.	WVC §18-9B-6a

** In accordance with WVC §2-2-1(e), if the deadline for a particular requirement falls on a Saturday, Sunday, or legal holiday, the deadline is extended to the following business day.

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