**2017-2018 OCM BOCES Staff Budget Calendar**

# “Committed to Your Success”

September 15 Date of BOCES Board election and vote of Administrative Budget must be designated

and Requests for Services Date Certain (BOCES Reform Act, Chapter 295, 1993 – Feb 1 or earlier)

September 22 Review of Services Guide format completed by Cabinet. Dates for service visits to be

 established

September 29 2017-18 BOCES budget development calendar distributed to Administrative Council

**October 14 Web data entry for 2017-18 Services Guide information commences**

**October 14 All Program Administrators must review 2016-17 payroll and submit Payroll**

**Transfer forms to payroll office as needed by this date to ensure proper coding**

**and accurate future budgeting**

October 19 All 2016-17 Payroll Transfer forms posted

October 20 – Salary, Health & Dental Insurance rollovers for 2017-18 completed by Personnel and

November 4 Business Office staff

October 28 Changes to WinCap service/sub-service codes for 2017-18 due to the Business Office

**November 1 Requests for 2017-18 building modifications and/or repairs due to John**

 **Wisniewski**

November 7 CTE enrollment data from 2016-17 used in 2017-18 billing due to Sheri Kershner

November 10 Salary and health insurance detail by budget code in WinCap 2017-18 budget development worksheets

November 14 RIC 2017-18 data for Initial Requests due in WinCap

November 16 Set up Initial Request period in WinCapWeb and develop District documentation. - SK

**November 18 2017-18 Services Guide available on OCM BOCES website. Instructions for**

 **completion of Initial Requests distributed to school business officials.**

November 18 2017-18 Initial Request data available to component districts in WinCapWeb

**Dec. – Jan. BOCES administration meets with component school districts to review services guide/initial request process**

December 1 BOCES files proposed new Co-Sers with NYSED

## December 8 Internal Budgets finalized and charges established for 2017-18

December 12 Initiate development of Initial Request Budget Book cover - SK

December 15 Administrative Council overview of 2017-18 budget development process.

Training for new staff will be scheduled. Internal charge information to be distributed

## December 21 Initial Request data due from component districts entered in WinCapWeb

December 19-Dec 23 Deb Ayers reviews 2017-18 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, and District Superintendent

December 28 Initial Request data from school districts is available in WinCap to all

applicable program administrators for preparation of Initial Budget

December 28-30 Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the District

Superintendent

**January 6 Supervision budgets (706, 707, 708, 709, 710) due in WinCap**

January 6 Internal Charge Budget Forms due. These forms must be received by the program

 providing the service by this date (ex – Printing)

January 11 Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by

 both providing and receiving programs

**January 11 Tentative BOCES Administrative, Capital and Rental Budgets presented to CSAs**

January 13 Superintendent’s Cabinet review Initial Budget Book descriptions and submit changes

 to Sheri Kershner

January 13 Initial Budget & Revenue amounts due into WinCap

**January 19 Tentative BOCES Administrative, Capital and Rental Budgets presented to**

**Business Officials**

January 19 BOCES Board of Education reviews Preliminary 2017-18 Administrative, Capital and

Rental Budgets

January 20 RIC Initial Budget & Revenue amounts due into WinCap

January 23 – Feb 1 Initial Budgets reviewed and assembled into Initial Budget Book

January 25 Nominating Petitions sent to Component Boards of Education (by Feb 1)

February 1 Initial Budget goes to print

February 6 Initial Budget book received by Deb Ayers from Print Shop

February 6 Set up Final Request Period in WinCapWeb. Develop documentation and print District

 Report

**February 8 Review of Initial Budgets at CSA Meeting**

Distribution of Initial Budget books & Final Request for Services procedures

**February 16 Review of Initial Budgets at Business Officials’ Meeting**

Distribution of Initial Budget books & Final Request for Services procedures

February 16 Review of Initial Budget by BOCES Board of Education

March – April Budget Administrative Review of 2017-18 selected program budgets

March 3 Last date to initiate Project Requests with RIC for 2016-17

March 8 All 2016-17 district technology lease projects must have a resolution approved by the

 OCM BOCES Board of Education by the March 16, 2017 meeting

March 14 Legal Notice sent to newspaper regarding the Annual Meeting *(2 publications are*

*required. One in each of the 2 weeks preceding the Annual Meeting date; the first being at least 14 days prior to the Annual Meeting date. Therefore,* ***dates of publication should be 3/21 and 3/30****.)*

March 14 Notice of date, time and place of Annual Meeting sent to members of the Boards of

Education, CSA’s, and District Clerks of each component school district by mail at least 14 days prior to the annual meeting

## March 20 Initial Budget distributed to school district Boards for budget hearing

 (Tentative BOCES budgets must be submitted to local Boards at least 10 days prior to

the Annual Meeting per Chapter 295, 1993)

## March 24 Nominations from component school boards by resolution for BOCES Board

## membership due to BOCES district clerk by 4:00 p.m. (At least 30 days prior to date of election per Chapter 295, 1993)

## March 31 BOCES district clerk mails BOCES Board ballots to component school districts

 **(certified mail, return receipt)**

 (At least 14 days prior to the annual election per Chapter 295, 1993)

## April 3 Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to Sheri Kershner

## April 5 Annual Meeting – OCM BOCES, McEvoy Center, Cortland, NY

April 7 2016-17 Technology Projects signed by RIC staff and sent to districts

NOTE: SPRING RECESS – APRIL 14 – APRIL 21, 2016

## April 21 2016-17 RIC proposals and Adjustment to Services Contract form(s) must be

signed by the district and received by the RIC to claim state aid for 2017-18

**April 24 Annual election and statutory budget vote on Administrative Budget** (Election of

BOCES board members/vote of administrative budget must take place between 16th – 30th per BOCES Reform Act, Chapter 295, 1993)

**April 24 Final Requests from school districts due at BOCES** (Component school districts

must notify of intent to participate in specific services)

April 25 Final requests and Initial Request Budget available to program

administrators in WinCap

## April 25 Component school districts must transmit Board resolution

## approving/disapproving the tentative BOCES administrative budget and election of Board members

April 26 Internal Charge Budget Forms due. These forms **must** be **received** by the program

 **providing** the service by this date (ex – Printing)

April 28 Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by

 both providing and receiving programs

May 1 Final Budget & Revenue amounts due into WinCap

May 5 RIC Final Budget & Revenue amounts due into WinCap

May 8 – May 11 Final Budget information reviewed and assembled for distribution

May 11 Final 2017-18 budget numbers to BOCES Board of Education

May 18 BOCES Board of Education approves 2017-18 Program Final Budget amounts

## May 19 Final 2017-18 Budget information available to school districts

June 15 BOCES files revised Co-Sers and final 2017-18 budget with NYSED