**2018-2019 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 27 Review of Services Guide format completed by Cabinet. Dates for service visits to be

 established

October 5 2018-19 BOCES budget development calendar distributed to Administrative Council

**October 13 Web data entry for 2018-19 Services Guide information commences**

**October 13 All Program Administrators must review 2017-18 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 2017-18 Payroll Transfer forms posted

October 20 – Salary, Health & Dental Insurance rollovers for 2018-19 completed by Personnel and

November 3 Business Office staff

October 27 Changes to WinCap service/sub-service codes for 2018-19 due to the Business Office

**November 1 Requests for 2018-19 building modifications and/or repairs due to John**

 **Wisniewski**

November 6 CTE enrollment data from 2017-18 used in 2018-19 billing due to Sheri Kershner

November 9 Salary and health insurance detail by budget code in WinCap 2018-19 budget development worksheets

November 13 RIC 2018-19 data for Initial Requests due in WinCap

November 13 Set up Initial Request period in WinCapWeb and develop District documentation. - SK

**November 17 2018-19 Services Guide available on OCM BOCES website.**

November 21 2018-19 Initial Request data available to component districts in WinCapWeb.

Instructions for completion of Initial Requests distributed to school business officials.

**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 2018-19

December 11 Initiate development of Initial Request Budget Book cover - SK

December 14 Administrative Council overview of 2018-19 budget development process.

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

## December 22 Initial Request data due from component districts entered in WinCapWeb

December 18-Dec 22 Asst. Supt.- Admin reviews 2018-19 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, and District Superintendent

December 27 Initial Request data from school districts is available in WinCap to all

applicable program administrators for preparation of Initial Budget

December 28-Jan 4 Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the District

Superintendent

**January 8 Supervision budgets (706, 707, 708, 709, 710) due in WinCap**

**January 10 Tentative BOCES Administrative, Capital and Rental Budgets presented to CSAs**

January 10 Internal Charge Budget Forms due. These forms must be received by the program

 providing the service by this date (ex – Printing)

January 12 Superintendent’s Cabinet review Initial Budget Book descriptions and submit changes

 to Sheri Kershner

January 16 Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by

 both providing and receiving programs

**January 18 Tentative BOCES Administrative, Capital and Rental Budgets presented to**

**Business Officials**

January 18 BOCES Board of Education reviews Preliminary 2018-19 Administrative, Capital and

Rental Budgets

January 19 Initial Budget & Revenue amounts due into WinCap

January 24 RIC Initial Budget & Revenue amounts due into WinCap

January 25 – Feb 6 Initial Budgets reviewed and assembled into Initial Budget Book

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

February 6 Initial Budget goes to print

February 9 Set up Final Request Period in WinCapWeb. Develop documentation and print District

 Report

February 12 Initial Budget book received by Asst. Supt.- Admin from Print Shop

**February 14 Review of Initial Budgets at CSA Meeting**

Distribution of Initial Budget books & Final Request for Services procedures

**February 15 Review of Initial Budgets at Business Officials’ Meeting**

Distribution of Initial Budget books & Final Request for Services procedures

February 15 Review of Initial Budget by BOCES Board of Education

March – April Budget Administrative Review of 2018-19 selected program budgets

March 2 Last date to initiate Project Requests with RIC for 2017-18

March 8 All 2017-18 district technology lease projects must have a resolution approved by the

 OCM BOCES Board of Education by the March 15, 2018 meeting

March 13 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 3/20 and 3/29****.)*

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 19 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 23 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 27 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 2 Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to Sheri Kershner

## April 4 Annual Meeting – OCM BOCES, Thompson Road Campus, Syracuse, NY

April 6 2017-18 Technology Projects signed by RIC staff and sent to districts

**April 16 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 17 Component school districts must transmit Board resolution

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

## April 20 2017-18 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 2018-19

**April 20 Final Requests from school districts due at BOCES** (Component school districts

must notify of intent to participate in specific services)

April 23 Final requests and Final Budget available to program administrators in WinCap

NOTE: SPRING RECESS – APRIL 23 – APRIL 27, 2018

April 30 Internal Charge Budget Forms due. These forms **must** be **received** by the program

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

May 1 Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by

 both providing and receiving programs

May 2 Final Budget & Revenue amounts due into WinCap

May 7 RIC Final Budget & Revenue amounts due into WinCap

May 7 – May 10 Final Budget information reviewed and assembled for distribution

May 10 Final 2018-19 budget numbers to BOCES Board of Education

May 17 BOCES Board of Education approves 2018-19 Program Final Budget amounts

## May 18 Final 2018-19 Budget information available to school districts

June 15 BOCES files revised Co-Sers and final 2018-19 budget with NYSED