

2019-2020 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	4	2019-20 BOCES budget development calendar distributed to Administrative Council
October	12	Web data entry for 2019-20 Services Guide information commences
October	12	All Program Administrators must review 2018-19 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 2018-19 Payroll Transfer forms posted
October November	19 – 2	Salary, Health & Dental Insurance rollovers for 2019-20 completed by Personnel and Business Office staff
October	26	Changes to <u>WinCap service/sub-service codes</u> for 2019-20 due to the Business Office
November	1	Requests for 2019-20 building modifications and/or repairs due to John Wisniewski
November	6	CTE enrollment data from 2018-19 used in 2019-20 billing due to Sheri Kershner
November	12	Salary and health insurance detail by budget code in WinCap 2019-20 budget development worksheets
November	13	RIC 2019-20 data for Initial Requests due in WinCap
November	13	Set up Initial Request period in WinCapWeb and develop District documentation. - SK
November	16	2019-20 Services Guide available on OCM BOCES website.
November	20	2019-20 Initial Request data available to component districts in WinCapWeb. Instructions for completion of Initial Requests distributed to school business officials.
November	30	BOCES files proposed new Co-Sers with NYSED
Dec. – Jan.		BOCES administration meets with component school districts to review services guide/initial request process
December	7	Internal Budgets finalized and charges established for 2019-20
December	11	Initiate development of Initial Request Budget Book cover - SK
December	13	Administrative Council overview of 2018-19 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed
December	18-Dec 21	Asst. Supt.- Admin reviews 2019-20 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, and District Superintendent
December	21	Initial Request data due from component districts entered in WinCapWeb
December	18-Dec 21	Asst. Supt.- Admin reviews 2019-20 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	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)
January	11	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	17	BOCES Board of Education reviews Preliminary 2019-20 Administrative, Capital and Rental Budgets
January	18	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	11	Set up Final Request Period in WinCapWeb. Develop documentation and print District Report
February	11	Initial Budget book received by Asst. Supt.- Admin from Print Shop
February	13	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at combined CSA/SBO Meeting Distribution of Initial Budget books & Final Request for Services procedures
February	14	Review of Initial Budget by BOCES Board of Education
March – April		Budget Administrative Review of 2019-20 selected program budgets
March	1	Last date to initiate Project Requests with RIC for 2018-19
March	8	All 2018-19 district technology <u>lease</u> projects must have a resolution approved by the OCM BOCES Board of Education by the March 21, 2019 meeting
March	8	Legal Notice sent to newspaper regarding the Annual Meeting (<i>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 3/19 and 3/28.</i>)
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	22	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)
April	2	Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to Sheri Kershner
April	3	Annual Meeting – OCM BOCES, Cortlandville Campus, Syracuse, NY
April	5	BOCES district clerk mails BOCES Board ballots to component school districts (At least 14 days prior to the annual election per Chapter 295, 1993)
April	5	2018-19 Technology Projects signed by RIC staff and sent to districts
April	15	2018-18 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 2019-20

NOTE: SPRING RECESS – APRIL 15 – APRIL 19, 2019

April	15	Final Requests from school districts due at BOCES (Component school districts must notify of intent to participate in specific services)
April	22	Annual election and statutory budget vote on Administrative Budget (Election of BOCES board members/vote of administrative budget must take place between 16 th – 30 th per BOCES Reform Act, Chapter 295, 1993)
April	23	Component school districts must transmit Board resolution approving/disapproving the tentative BOCES administrative budget and election of Board members
April	23	Final requests and Final Budget available to program administrators in WinCap
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	3	Final Budget & Revenue amounts due into WinCap
May	6	RIC Final Budget & Revenue amounts due into WinCap
May 6 – May 10		Final Budget information reviewed and assembled for distribution
May	10	Final 2019-20 budget numbers to BOCES Board of Education
May	16	BOCES Board of Education approves 2019-20 Program Final Budget amounts
May	17	Final 2019-20 Budget information available to school districts
June	14	BOCES files revised Co-Sers and final 2019-20 budget with NYSED