

2020-2021 OCM BOCES Staff Budget Calendar

“Committed to Your Success”

September	13	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	26	Review of Services Guide format completed by Cabinet. Dates for service visits to be established
October	3	2020-21 BOCES budget development calendar distributed to Administrative Council
October	11	Web data entry for 2020-21 Services Guide information commences
October	11	All Program Administrators must review 2019-20 payroll and submit Payroll Transfer forms to payroll office as needed by this date to ensure proper coding and accurate future budgeting
October	18	All 2019-20 Payroll Transfer forms posted
October November	21 – 8	Salary, Health & Dental Insurance rollovers for 2020-21 completed by Personnel and Business Office staff
October	25	Changes to <u>WinCap service/sub-service codes</u> for 2020-21 due to the Business Office
November	1	Requests for 2020-21 building modifications and/or repairs due to John Wisniewski
November	5	CTE enrollment data from 2019-20 used in 2020-21 billing due to Sheri Kershner
November	13	Salary and health insurance detail by budget code in WinCap 2020-21 budget development worksheets
November	13	RIC 2020-21 data for Initial Requests due in WinCap
November	13	Set up Initial Request period in WinCapWeb and develop District documentation.
November	15	Services Guide available on OCM BOCES website.
November	19	2020-21 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	6	Internal Budgets finalized and charges established for 2020-21
December	12	Administrative Council overview of 2020-21 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed
December	17-Dec 20	Asst. Supt.- Admin reviews 2020-21 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, and District Superintendent
December	18	Initial Request data due from component districts entered in WinCapWeb
December	26	Initial Request data from school districts is available in WinCap to all applicable program administrators for preparation of Initial Budget
December	27-Jan 3	Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the District Superintendent

January	7	Supervision budgets (706, 707, 708, 709, 710) due in WinCap
January	9	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex - Printing)
January	15	Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by both providing and receiving programs
January	17	Initial Budget & Revenue amounts due into WinCap
January	23	RIC Initial Budget & Revenue amounts due into WinCap
January 24 – Feb 5		Initial Budgets reviewed and assembled for distribution
January	24	Nominating Petitions sent to Component Boards of Education (by Feb 1)
February	10	Set up Final Request Period in WinCapWeb. Develop documentation and print District Report
February	12	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at combined CSA/SBO Meeting
February	13	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at Board of Education Meeting
March	6	Last date to initiate Project Requests with RIC for 2019-20
March	6	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 3/17 and 3/26.)</i>
March	11	All 2019-20 district technology lease projects must have a resolution approved by the OCM BOCES Board of Education by the March 19, 2020 meeting
March	12	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	17	BOCES Administrative 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	20	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	Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to Sheri Kershner
April	1	Annual Meeting – OCM BOCES, Thompson Road Campus, Syracuse, NY
April	3	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	6	2019-20 Technology Projects signed by RIC staff and sent to districts

NOTE: SPRING RECESSOnondaga County
Cortland CountyApril 6 - April 10, 2020
April 6 - April 13, 2020

April	15	Final Requests from school districts due at BOCES (Component school districts must notify of intent to participate in specific services)
April	20	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	21	Component school districts must transmit Board resolution approving/disapproving the tentative BOCES administrative budget and election of Board members
April	21	Final requests and Final Budget available to program administrators in WinCap
April	27	2019-20 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 2020-21
April	27	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)
April	29	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	4	RIC Final Budget & Revenue amounts due into WinCap
May 4 – May 8		Final Budget information reviewed and assembled for distribution
May	15	Final 2020-21 budget numbers to BOCES Board of Education
May	21	BOCES Board of Education approves 2020-21 Program Final Budget amounts
June	12	BOCES files revised Co-Sers and final 2020-21 budget with NYSED