

## 2021-2022 OCM BOCES Staff Budget Calendar

September	11	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)
October	8	2021-22 BOCES budget development calendar distributed to Administrative Council
<b>October</b>	<b>12</b>	<b>All Program Administrators must review 2020-21 payroll and submit Payroll Transfer forms to payroll office as needed by this date to ensure proper coding and accurate future budgeting</b>
October	19	All 2020-21 Payroll Transfer forms posted
October	21	Review of Services Guide format completed by Cabinet. Dates for service visits to be established and web data entry for 2021-22 services guide information commences.
October November	22 – 9	Salary, Health & Dental Insurance rollovers for 2021-22 completed by Personnel and Business Office staff
<b>October</b>	<b>26</b>	<b>Changes to WinCap service/sub-service codes for 2021-22 due to the Business Office</b>
<b>November</b>	<b>2</b>	<b>Requests for 2021-22 building modifications and/or repairs due to John Wisniewski</b>
<b>November</b>	<b>6</b>	<b>CTE enrollment data from 2020-21 used in 2021-22 billing due to Sheri Kershner</b>
November	16	Salary and health insurance detail by budget code in WinCap 2021-22 budget development worksheets
<b>November</b>	<b>16</b>	<b>RIC 2021-22 Data for initial Internal requests due in WinCap</b>
November	16	Set up Initial Request period in WinCapWeb and develop District documentation.
November	17	Services Guide available on OCM BOCES website.
November	20	2021-22 Initial Request data available to component districts in WinCapWeb. Instructions for completion of Initial Requests distributed to school business officials.
Nov. – Jan.		BOCES administration meets with component school districts to review services guide/initial request process
<b>December</b>	<b>7</b>	<b>Internal Budgets finalized and charges established for 2021-22</b>
December	10	Administrative Council overview of 2021-22 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed
December	18 - Jan 8	Asst. Supt.- Admin reviews 2021-22 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, Deputy Superintendent and District Superintendent
<b>December</b>	<b>18</b>	<b>Initial Request data due from component districts entered in WinCapWeb</b>
December	28	Initial Request data from school districts is available in WinCap to all applicable program administrators for preparation of Initial Budget
January 4 - Jan 15		Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the Deputy Superintendent and District Superintendent

<b>January</b>	<b>8</b>	<b>Supervision budgets (706, 707, 708, 709, 710) due in WinCap</b>
<b>January</b>	<b>11</b>	<b>Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)</b>
<b>January</b>	<b>15</b>	<b>Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by both providing and receiving programs</b>
<b>January</b>	<b>25</b>	<b>Initial Budget &amp; Revenue amounts due into WinCap</b>
January 25 – Feb 5		Initial Budgets reviewed and assembled for distribution
January	25	Nominating Petitions sent to Component Boards of Education (by Feb 1)
February	11	Set up Final Request Period in WinCapWeb. Develop documentation and print District Report
<b>February</b>	<b>10</b>	<b>Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at combined CSA/SBO Meeting</b>
February	11	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at Board of Education Meeting
March	5	Last date to initiate Project Requests with RIC for 2020-21
March	5	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 3/24 and 3/31.)</i>
March	12	All 2020-21 district technology lease projects must have a resolution approved by the OCM BOCES Board of Education by the March 18, 2021 meeting
March	15	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	18	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	19	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)
<b>April</b>	<b>1</b>	<b>Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to Sheri Kershner</b>
<b>April</b>	<b>5</b>	<b>BOCES district clerk mails BOCES Board ballots to component school districts (At least 14 days prior to the annual election per Chapter 295, 1993)</b>
<b>April</b>	<b>7</b>	<b>Annual Meeting – OCM BOCES, Thompson Road Campus, Syracuse, NY</b>
April	7	2020-21 Technology Projects signed by RIC staff and sent to districts

**NOTE: SPRING RECESS**Onondaga County  
Cortland County

March 29 - April 2, 2021

March 29 - April 2, 2021

<b>April</b>	<b>15</b>	<b>Final Requests from school districts due at BOCES</b> (Component school districts must notify of intent to participate in specific services)
<b>April</b>	<b>19</b>	<b>Annual election and statutory budget vote on Administrative Budget</b> (Election of BOCES board members/vote of administrative budget must take place between 16 <sup>th</sup> – 30 <sup>th</sup> per BOCES Reform Act, Chapter 295, 1993)
<b>April</b>	<b>20</b>	<b>Component school districts must transmit Board resolution approving/disapproving the tentative BOCES administrative budget and election of Board members</b>
April	20	Final requests and Final Budget available to program administrators in WinCap
April	28	2020-21 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 2021-22
<b>April</b>	<b>28</b>	<b>Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)</b>
<b>April</b>	<b>30</b>	<b>Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by both providing and receiving programs</b>
<b>May</b>	<b>3</b>	<b>Final Budget &amp; Revenue amounts due into WinCap</b>
May 3 – May 7		Final Budget information reviewed and assembled for distribution
May	14	Final 2021-22 budget numbers to BOCES Board of Education
May	20	BOCES Board of Education approves 2021-22 Program Final Budget amounts
June	11	BOCES files revised Co-Sers and final 2021-22 budget with NYSED