

2022-2023 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	7	2022-23 BOCES budget development calendar distributed to Administrative Council
October	11	All Program Administrators must review 2021-22 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 2021-22 Payroll Transfer forms posted
October	20	Review of Services Guide format completed by Cabinet. Dates for service visits to be established and web data entry for 2022-23 services guide information commences.
October November	21 – 8	Salary, Health & Dental Insurance rollovers for 2022-23 completed by Personnel and Business Office staff
October	25	Changes to WinCap service/sub-service codes for 2022-23 due to the Business Office
November	1	Requests for 2022-23 building modifications and/or repairs due to John Wisniewski
November	5	CTE enrollment data from 2021-22 used in 2022-23 billing due to Sheri Kershner
November	15	Salary and health insurance detail by budget code in WinCap 2022-23 budget development worksheets
November	15	RIC 2022-23 Data for initial Internal requests due in WinCap
November	15	Set up Initial Request period in WinCapWeb and develop District documentation.
November	16	Services Guide available on OCM BOCES website.
November	19	2022-23 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
December	6	Internal Budgets finalized and charges established for 2022-23
December	16	Administrative Council overview of 2022-23 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed
December	17 - Jan 7	Asst. Supt.- Admin reviews 2022-23 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, Deputy Superintendent and District Superintendent
December	17	Initial Request data due from component districts entered in WinCapWeb
December	27	Initial Request data from school districts is available in WinCap to all applicable program administrators for preparation of Initial Budget
January 3 - Jan 14		Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the Deputy Superintendent and District Superintendent

January	7	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	14	Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by both providing and receiving programs
January	24	Initial Budget & Revenue amounts due into WinCap
January 24 – Feb 4		Initial Budgets reviewed and assembled for distribution
January	24	Nominating Petitions sent to Component Boards of Education (by Feb 1)
February	9	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at combined CSA/SBO Meeting
February	10	Set up Final Request Period in WinCapWeb. Develop documentation and print District Report
February	17	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at Board of Education Meeting
March	4	Last date to initiate Project Requests with RIC for 2021-22
March	4	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 3/23 and 3/30.)</i>
March	11	All 2021-22 district technology lease projects must have a resolution approved by the OCM BOCES Board of Education by the March 17, 2022 meeting
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	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	18	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	1	Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to Sheri Kershner
April	1	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	Annual Meeting – OCM BOCES, Thompson Road Campus, Syracuse, NY
April	6	2021-22 Technology Projects signed by RIC staff and sent to districts

NOTE: SPRING RECESS

Onondaga County
Cortland County

April 11 - April 15, 2022
April 11 - April 15, 2022

April	14	Final Requests from school districts due at BOCES (Component school districts must notify of intent to participate in specific services)
April	18	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	19	Component school districts must transmit Board resolution approving/disapproving the tentative BOCES administrative budget and election of Board members
April	19	Final requests and Final Budget available to program administrators in WinCap
April	22	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)
April	26	Signed Internal Charge Budget forms due to Sheri Kershner. Forms must be signed by both providing and receiving programs
April	27	2021-22 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 2022-23
April	29	Final Budget & Revenue amounts due into WinCap
May 2 – May 6		Final Budget information reviewed and assembled for distribution
May	13	Final 2022-23 budget numbers to BOCES Board of Education
May	19	BOCES Board of Education approves 2022-23 Program Final Budget amounts
June	10	BOCES files revised Co-Sers and final 2022-23 budget with NYSED