

2025-2026 OCM BOCES Staff Budget Calendar

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)
October (Postponed)	3	2025-26 BOCES budget development calendar distributed to Administrative Council
October	11	All Program Administrators must review 2024-25 payroll and submit Payroll Transfer forms to payroll office as needed by this date to ensure proper coding and accurate future budgeting
October	15	Review of Services Guide format completed by Cabinet. Dates for service visits to be established and web data entry for 2025-26 services guide information commences
October	18	All 2024-25 Payroll Transfer forms posted
October November	21 - 15	Salary, Health & Dental Insurance rollovers for 2025-26 completed by Personnel and Business Office staff
October	25	Changes to WinCap service/sub-service codes for 2025-26 due to the Business Office
Nov – Dec		BOCES administration meets with component school districts to review services guide/ initial request process
November	1	Requests for 2025-26 building modifications and/or repairs due to Greg Haberlau
November	6	CTE enrollment data from 2024-25 used in 2025-26 billing due to Mary Habib
November	8	Set up Initial Request period in WinCapWeb and develop District documentation.
November	15	RIC 2025-26 Data for initial Internal requests due in WinCap
November	15	Services Guide available on OCM BOCES website.
November	15	2025-26 Initial Request data available to component districts in WinCapWeb. Instructions for completion of Initial Requests distributed to school business officials.
November	18	2025-26 Initial Request data and instructions emailed to non-component districts.
November	22	Salary and health insurance detail by budget code in WinCap 2025-26 budget development worksheets
December	4	Internal Budgets finalized and charges established for 2025-26
December	6	Internal Charges in Budget Development
December	9-13	Asst. Supt. - Admin reviews 2025-26 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, Deputy Superintendent and District Superintendent
December	12	Administrative Council overview of 2025-26 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed.
December	13	Supervision budgets (706, 707, 708, 709, 710) due in WinCap
December	16-20	Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the Deputy Superintendent and District Superintendent
December	17	Initial Request data due from component districts entered in WinCapWeb

2025-2026 OCM BOCES Staff Budget Calendar

NOTE:		Onondaga County	Dec 21, 2024 - Jan 5, 2025
HOLIDAY		Cortland County	Dec 21, 2024 - Jan 1, 2025
RECESS			
December	27	Budget Development opened up and Initial Request data from school districts is available in WinCap to all applicable program administrators for preparation of Initial Budget	
January	6	Nominating Petitions sent to Component Boards of Education (by Feb 1)	
January	6	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)	
January	10	Signed Internal Charge Budget forms due to Mary Habib. Forms must be signed by both providing and receiving programs	
January	17	Initial Budget & Revenue amounts due into WinCap	
January	21-31	Initial Budgets reviewed and assembled for distribution	
February	12	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	
February	14	2025-26 Final Request data available to component districts in WinCapWeb. Instructions for completion of Final Requests distributed to school business officials.	
NOTE:		Onondaga County	Feb 15 - Feb 23, 2025
WINTER		Cortland County	Feb 15 - Feb 23, 2025
RECESS			
February	18	2025-26 Final Request data and instructions emailed to non-component districts.	
March		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 3/26.</i>)	
February	28	Last date to initiate Project Requests with RIC for 2024-25	
March	3	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	13	All 2024-25 district technology lease projects must have a resolution approved by the OCM BOCES Board of Education by the March 20, 2024 meeting	
March	19	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	28	Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to the Mary Habib	
April	2	Annual Meeting – OCM BOCES, Cortlandville Campus	

2025-2026 OCM BOCES Staff Budget Calendar

April	7	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	9	Final Requests from school districts due at BOCES (Component school districts must notify of intent to participate in specific services)
NOTE: SPRING RECESS		Onondaga County April 12 - April 20, 2025 Cortland County April 12 - April 21, 2025
April	14	Final requests and Final Budget available to program administrators in WinCap
April	15	2024-25 Technology Projects signed by RIC staff and sent to districts
April	18	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)
April	21	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	22	Component school districts must transmit Board resolution approving/disapproving the tentative BOCES administrative budget and election of Board members
April	23	Signed Internal Charge Budget forms due to the Mary Habib. Forms must be signed by both providing and receiving programs
April	24	2024-25 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 2025-26
April	28	Final Budget & Revenue amounts due into WinCap
Apr 29-May 6		Final Budget information reviewed and balanced
May	8	Final 2025-26 budget numbers to BOCES Board of Education
May	15	BOCES Board of Education approves 2025-26 Program Final Budget amounts
June	16	BOCES files revised Co-Sers and final 2025-26 budget with NYSED