

2026-2027 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)	2	2026-27 BOCES budget development calendar distributed to Administrative Council
October	15	Fringe Rates for 2026-27 established
October	15	Review of Services Guide format completed by Cabinet. Dates for service visits to be established and web data entry for 2026-27 services guide information commences
October	20	All 2025-26 Payroll Transfer forms posted
October November	20 - 12	Salary, Health & Dental Insurance rollovers for 2026-27 completed by Personnel and Business Office staff
October	24	Changes to WinCap service/sub-service codes for 2026-27 due to the Business Office
Nov – Dec		BOCES administration meets with component school districts to review district snapshots/ initial request process
November	4	All Program Administrators must review 2025-26 payroll and submit Payroll Transfer forms to payroll office as needed by this date to ensure proper coding and accurate future budgeting. Forms will be submitted electronically in Informed K12
November	7	Requests for 2026-27 building modifications and/or repairs due to Greg Haberlau
November	7	Administrative Council Review of Budget Calendar
November	7	CTE enrollment data from 2025-26 used in 2026-27 billing due to Mary Habib
November	7	Set up Initial Request period in WinCapWeb and develop District documentation.
November	10	RIC 2026-27Pricing/Revenue upload for initial requests due in WinCap
November	14	Salary and health insurance detail by budget code in WinCap 2026-27 budget development worksheets
November	14	2026-27 Initial Request data available to component districts in WinCapWeb. Instructions for completion of Initial Requests distributed to school business officials.
November	17	2026-27 Initial Request data and instructions emailed to non-component districts.
November	25	Final edits to Services Guide to be reviewed at Cabinet Meeting
December	5	Internal Budgets finalized and charges established for 2026-27. Internal Budgets include Retiree Health, EAP (630), Central Purchasing (670), Facilities (700,701,702), Technology Support (705) and Publ/Marketing (712).
December	8	Internal Charges available in Budget Development

December	8-12	Asst. Supt. - Admin reviews 2026-27 Administrative Budget (001/002) with Assistant Superintendents, Director of Personnel, Deputy Superintendent and District Superintendent
December	11	Administrative Council overview of 2026-27 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed.
December	12	Supervision budgets (706, 707, 708, 709, 710) due in WinCap
December	15-19	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
NOTE: HOLIDAY RECESS		Onondaga County Dec 22, 2025 - Jan 2, 2026 Cortland County Dec 22, 2025 - Jan 2, 2026
December	23	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	9	Signed Internal Charge Budget forms due to Mary Habib. Forms must be signed by both providing and receiving programs. This forms will be submitted electronically via Informed K12.
January	16	Initial Budget & Revenue amounts due into WinCap
January	20-30	Initial Budgets reviewed and finalized
February	11	Set up Final Request Period in WinCapWeb. Develop documentation and print District Report
February	11	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at combined CSA/SBO Meeting
February	12	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at Board of Education Meeting
February	13	2026-27 Final Request data available to component districts in WinCapWeb. Instructions for completion of Final Requests distributed to school business officials.
NOTE: WINTER RECESS		Onondaga County Feb 16 - Feb 20, 2026 Cortland County Feb 16 - Feb 20, 2026
February	17	2026-27 Final Request data and instructions emailed to non-component districts.
February	27	Last date to initiate Project Requests with RIC for 2025-26
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 3/23 and 3/30.</i>)
March	2	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

