

2023-2024 OCM BOCES Staff Budget Calendar

September	9	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	4	2023-24 BOCES budget development calendar distributed to Administrative Council
October	10	All Program Administrators must review 2022-23 payroll and submit Payroll Transfer forms to payroll office as needed by this date to ensure proper coding and accurate future budgeting
October	17	All 2022-23 Payroll Transfer forms posted
October	19	Review of Services Guide format completed by Cabinet. Dates for service visits to be established and web data entry for 2023-24 services guide information commences.
October November	20 – 7	Salary, Health & Dental Insurance rollovers for 2023-24 completed by Personnel and Business Office staff
October	24	Changes to WinCap service/sub-service codes for 2023-24 due to the Business Office
November	1	Requests for 2023-24 building modifications and/or repairs due to John Wisniewski
November	4	CTE enrollment data from 2022-23 used in 2023-24 billing due to Sheri Kershner
November	14	Salary and health insurance detail by budget code in WinCap 2023-24 budget development worksheets
November	14	RIC 2023-24 Data for initial Internal requests due in WinCap
November	14	Set up Initial Request period in WinCapWeb and develop District documentation.
November	15	Services Guide available on OCM BOCES website.
November	18	2023-24 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	2	Internal Budgets finalized and charges established for 2023-24
December	9	Internal Charges in Budget Development
December	12-16	Asst. Supt. - Admin reviews 2023-24 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, Deputy Superintendent and District Superintendent
December	15	Administrative Council overview of 2023-24 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed.
December	16	Supervision budgets (706, 707, 708, 709, 710) due in WinCap
December	16	Initial Request data due from component districts entered in WinCapWeb
December	19-30	Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the Deputy Superintendent and District Superintendent
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	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)
January	11	Signed Internal Charge Budget forms due to the Manager of Business Services. Forms must be signed by both providing and receiving programs
January	20	Initial Budget & Revenue amounts due into WinCap
January 23 – Feb 3		Initial Budgets reviewed and assembled for distribution
January	23	Nominating Petitions sent to Component Boards of Education (by Feb 1)
February	8	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at combined CSA/SBO Meeting
February	9	Set up Final Request Period in WinCapWeb. Develop documentation and print District Report
February	16	Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at Board of Education Meeting
March	3	Last date to initiate Project Requests with RIC for 2022-23
March	3	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 3/29 and 4/5.)</i>
March	10	All 2022-23 district technology lease projects must have a resolution approved by the OCM BOCES Board of Education by the March 16, 2023 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	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	20	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	31	Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to the Manager of Business Services
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	2022-23 Technology Projects signed by RIC staff and sent to districts
April	13	Annual Meeting – OCM BOCES, TBD

NOTE: SPRING RECESSOnondaga County
Cortland CountyApril 3 - April 7, 2023
April 3 - April 7, 2023

April	14	Final Requests from school districts due at BOCES (Component school districts must notify of intent to participate in specific services)
April	17	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	18	Component school districts must transmit Board resolution approving/disapproving the tentative BOCES administrative budget and election of Board members
April	18	Final requests and Final Budget available to program administrators in WinCap
April	21	Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)
April	25	Signed Internal Charge Budget forms due to the Manager of Business Services. Forms must be signed by both providing and receiving programs
April	26	2022-23 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 2023-24
April	28	Final Budget & Revenue amounts due into WinCap
May 1-May 11		Final Budget information reviewed and balanced
May	12	Final 2023-24 budget numbers to BOCES Board of Education
May	18	BOCES Board of Education approves 2023-24 Program Final Budget amounts
June	12	BOCES files revised Co-Sers and final 2023-24 budget with NYSED