



**2024-2025 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            | 5         | 2023-24 BOCES budget development calendar distributed to Administrative Council  |
| <b>October</b>     | <b>10</b> | <b>All Program Administrators must review 2023-24 payroll and submit Payroll Transfer forms to payroll office as needed by this date to ensure proper coding and accurate future budgeting</b> |
| October            | 17        | All 2023-24 Payroll Transfer forms posted  |
| October            | 17        | Review of Services Guide format completed by Cabinet. Dates for service visits to be established and web data entry for 2024-25 services guide information commences                           |
| October - November | 20 - 13   | Salary, Health & Dental Insurance rollovers for 2024-25 completed by Personnel and Business Office staff   |
| <b>October</b>     | <b>25</b> | <b>Changes to WinCap service/sub-service codes for 2024-25 due to the Business Office</b>  |
| <b>November</b>    | <b>1</b>  | <b>Requests for 2024-25 building modifications and/or repairs due to Greg Haberlau</b>   |
| <b>November</b>    | <b>3</b>  | <b>CTE enrollment data from 2023-24 used in 2024-25 billing due to Mary Habib</b>  |
| November           | 15        | Salary and health insurance detail by budget code in WinCap 2024-25 budget development worksheets  |
| <b>November</b>    | <b>15</b> | <b>RIC 2024-25 Data for initial Internal requests due in WinCap</b>  |
| November           | 15        | Set up Initial Request period in WinCapWeb and develop District documentation.   |
| November           | 16        | Services Guide available on OCM BOCES website.   |
| November           | 17        | 2024-25 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>1</b>  | <b>Internal Budgets finalized and charges established for 2024-25</b>  |
| December           | 8         | Internal Charges in Budget Development   |
| December           | 11-15     | Asst. Supt. - Admin reviews 2024-25 Administrative Budget (001) with Assistant Superintendents, Director of Personnel, Deputy Superintendent and District Superintendent                       |
| December           | 14        | Administrative Council overview of 2024-25 budget development process. Training for new staff will be scheduled. Internal charge information to be distributed.                                |

|                 |           |  |
|-----------------|-----------|--|
| <b>December</b> | <b>15</b> | <b>Supervision budgets (706, 707, 708, 709, 710) due in WinCap</b>   |
| <b>December</b> | <b>15</b> | <b>Initial Request data due from component districts entered in WinCapWeb</b>  |
| December        | 18-29     | Tentative BOCES Administrative, Capital and Rental Budgets reviewed with the Deputy Superintendent and District Superintendent   |
| <b>December</b> | <b>27</b> | <b>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</b>   |
| <b>January</b>  | <b>5</b>  | <b>Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)</b>  |
| January         | 5         | Nominating Petitions sent to Component Boards of Education (by Feb 1)  |
| <b>January</b>  | <b>12</b> | <b>Signed Internal Charge Budget forms due to Mary Habib. Forms must be signed by both providing and receiving programs</b>  |
| January         | 19        | Initial Budget & Revenue amounts due into WinCap   |
| Jan 22- Feb 2   |           | Initial Budgets reviewed and assembled for distribution  |
| 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        | 15        | Tentative BOCES Administrative, Capital, and Rental Budget Presentation and Initial Budget Review at Board of Education Meeting  |
| March           | 1         | Last date to initiate Project Requests with RIC for 2023-24  |
| 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 3/29 and 4/5.</i> ) |
| March           | 6         | 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           | 15        | All 2023-24 district technology lease projects must have a resolution approved by the OCM BOCES Board of Education by the March 21, 2023 meeting   |
| March           | 15        | 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)  |

|                            |           |  |
|----------------------------|-----------|--|
| <b>March</b>               | <b>29</b> | <b>Adult Ed Supervision budgets (904, 905, 908, 909, 911) due to the Mary Habib</b>  |
| <b>April</b>               | <b>3</b>  | <b>BOCES district clerk mails BOCES Board ballots to component school districts</b><br>(At least 14 days prior to the annual election per Chapter 295, 1993)   |
| <b>April</b>               | <b>4</b>  | <b>Annual Meeting – OCM BOCES, Cortlandville Campus</b>  |
| April                      | 5         | Final Requests from school districts due at BOCES (Component school districts must notify of intent to participate in specific services)   |
| April                      | 8         | Final requests and Final Budget available to program administrators in WinCap  |
| April                      | 15        | 2023-24 Technology Projects signed by RIC staff and sent to districts  |
| April                      | 17        | 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                      | 18        | Component school districts must transmit Board resolution approving/disapproving the tentative BOCES administrative budget and election of Board members   |
| April                      | 19        | Internal Charge Budget Forms due. These forms must be received by the program providing the service by this date (ex – Printing)   |
| <b>NOTE: SPRING RECESS</b> |           | Onondaga County                      April 22 - April 26, 2023<br>Cortland County                        April 22 - April 26, 2023   |
| <b>April</b>               | <b>24</b> | <b>Signed Internal Charge Budget forms due to the Mary Habib. Forms must be signed by both providing and receiving programs</b>  |
| April                      | 24        | 2023-24 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 2024-25  |
| <b>April</b>               | <b>26</b> | <b>Final Budget &amp; Revenue amounts due into WinCap</b>  |
| Apr 29-May 8               |           | Final Budget information reviewed and balanced   |
| May                        | 10        | Final 2024-25 budget numbers to BOCES Board of Education   |
| May                        | 16        | BOCES Board of Education approves 2024-25 Program Final Budget amounts   |
| June                       | 12        | BOCES files revised Co-Sers and final 2024-25 budget with NYSED  |