

**Otsego Northern Catskills BOCES
2023-24 BUDGET DEVELOPMENT CALENDAR**

DEADLINE	ACTIVITY	WHO IS RESPONSIBLE
October 1, 2022	Distribute Budget Development Planning Memo	Exec Director of Business & HR
October 14	Complete Current Year Payroll Verification	Directors/Program Leaders
October 21	Payroll Rollover to Budget Development Completed	HR Coordinator
October 24	WinCap Budget Development Open	Exec Director of Business & HR
October 27	Budget Development Training @ 2:30 pm	Directors/Program Leaders
November 9	Email Internal Transfer Budget Allocation Methodologies to Directors/Program Leaders	Directors/Program Leaders
November 16	Email Internal Transfer Amounts to Directors/Program Leaders	Directors/Program Leaders
November 22	Internal Transfers Discussion at Program Leaders Meeting	Directors/Program Leaders
December 15	2023-24 Service Guide Sent to Districts & BOCES	Deputy Superintendent
January 6	Final Budget Review with Exec Director of Business & HR	Directors/Program Leaders
January 9	Final Budget Review with Deputy Superintendent	Directors/Program Leaders
January 10	Budget Review at Program Leaders Meeting	Directors/Program Leaders
January 13	Administrative Budget Review with Dr. Huber by Dr. Avery	Deputy Superintendent
January 17	Administrative Budget Review with Executive Committee	Deputy Superintendent
January 19	Budget Review with Superintendent Advisory Committees	Directors/Program Leaders
January 20	Final Budgets to Deputy Superintendent's Office for Budget Book	Directors/Program Leaders
January 27	Distribute Budget Books to Districts	Deputy Superintendent
February 1	Budget Methodologies Adoption by Cabinet - Administrative, Capital & Program Budgets	
February 1 (Due March 1)	Nominating Petitions for BOCES Board Membership Sent to Districts	Board Clerk
February 1	WinCapWeb Open for Preliminary Service Requests	Component Districts
February – March	Administrative Budget Review with District Boards of Education by Dr. Huber and Dr. Avery Conducted via Zoom or by appointment.	
February 15	Administrative, Capital and Preliminary Program Budgets Reviewed by Board of Education	
March 1	Annual Meeting Notice to Component Board Members	Board Clerk
March 15	Preliminary Service Requests Due	Component Districts
March 31	BOCES Tentative Budgets available for Public Inspection (Upon Request)	
April 12	BOCES Annual Meeting – Northern Catskills Occupational Center, Grand Gorge, NY	
April 14	Final Service Requests DUE - BT BOCES and ONC BOCES	Component Districts
April 17	Vote on BOCES Administrative Budget - Results Transmitted to	Component Districts
May 3	Budgets Balanced to Final Service Requests	Directors/Program Leaders
May 10	Adoption of Final Budget - Administration, Capital, and Program by Board of Education	
May 12	Final Staffing Review Meeting	Directors/HR
June 1	Contracts (AS-7's) to Districts, Based on Final Service Requests & SBM-4 (Annual Budget) Filed	