

Otsego Northern Catskills BOCES
2024-25 BUDGET DEVELOPMENT CALENDAR

DEADLINE	ACTIVITY	WHO IS RESPONSIBLE
October 1	Distribute Budget Development Planning Memo	Asst Super for BO & HR
October 11	Complete Current Year Payroll Verification	Directors/Program Leaders
October 20	Payroll Rollover to Budget Development Completed	HR Coordinator
October 25	WinCap Budget Development Open	Asst Super for BO & HR
October 30	Budget Development Training (OAOC @ 2:30 pm)	Directors/Program Leaders
November 9	Email Internal <i>Transfer Budget Allocation Methodologies</i> to Directors/Program Leaders	Directors/Program Leaders
November 15	Email Internal <i>Transfer Amounts</i> to Directors/Program Leaders	Directors/Program Leaders
November 21	Internal Transfers Discussion at Program Leaders Meeting	Directors/Program Leaders
December 15	2024-25 Service Guide Sent to Districts & BOCES	Deputy Superintendent
December 29	Final Budget Review with Exec Director of Business & HR	Directors/Program Leaders
January 5	Final Budget Review with Deputy Superintendent	Directors/Program Leaders
January 8	Budget Review at Program Leaders Meeting	Directors/Program Leaders
January 12	Administrative Budget Review with Dr. Huber by Dr. Avery	Deputy Superintendent
January 16	Administrative Budget Review with Executive Committee	Deputy Superintendent
January 25	Budget Review with Superintendent Advisory Committees	Directors/Program Leaders
January 26	Final Budgets to Deputy Superintendent’s Office for Budget Book	Directors/Program Leaders
January 31	Distribute Budget Books to Districts	Deputy Superintendent
February 1 (Due March 1)	Nominating Petitions for BOCES Board Membership Sent to Districts	Board Clerk
February 6	Budget Methodologies Adoption by Cabinet - Administrative, Capital & Program Budgets	
February 7	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 14	Administrative, Capital and Preliminary Program Budgets Reviewed by the 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 11	BOCES Annual Meeting – Otsego Area Occupational Center, Milford, NY	
April 15	Final Service Requests DUE - BT BOCES and ONC BOCES	Component Districts
April 22	Vote on BOCES Administrative Budget - Results Transmitted to BOCES Board Clerk	Component Districts
May 8	Budgets Balanced to Final Service Requests	Directors/Program Leaders
May 15	Adoption of Final Budget - Administration, Capital, and Program by Board of Education	
May 21	Final Staffing Review Meeting	Directors/HR
June 1	Contracts (AS-7's) to Districts, Based on Final Service Requests & SBM-4 (Annual Budget) Filed	