

**Budget Development**

**Guidance**

*Updated 9/29/22*

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| **OCTOBER** |
| **Step** | **Task to be completed for Budget Development** | **Due Date** |
| **1** | Review current year Payroll Status Report and request any needed recodes prior to the due date.\*HR rolls current year staffing into Budget Development to update salaries and benefits for the new budget year.  | 10/14/22 |
|  | **Budget Development Opens** | **10/24/22** |
| **2** | Review staffing in Budget Development; if changes are needed, contact HR. There is no mechanism in WinCap Budget Development to ensure shared staff total the correct FTE amongst multiple budgets. Please check the FTE allocations total the correct amount.\**Moving forward as current year staff changes, you will need to request HR to update WinCap Budget Development accordingly.* \*Any additional salary adjustments will need to be included in Budget Development to be considered for the upcoming year. Contact HR to discuss.  |  |
| **3** | WinCap Budget Development is the tool we use to create budgets for the new year. Enter the detail for your budget needs for next year. Be **descriptive** and **itemize** when entering your budget needs. Under supplies, equipment and services budget codes, the detail from previous year will appear. ***UPDATE for the new year***. * Use the following reports to assist with forecasting needs:
	+ 5 Year Expense History
	+ Budget Account Activity Report for the last complete year

***Only HR may change salary and benefit amounts*.**  |  |

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| **Step** | **Task to be completed for Budget Development** | **Due Date** |
|  | ***\*Budgets with transfer(s) being charged to other BOCES Programs have a different deadline. These budgets must be completed and reviewed by the Executive Director of Business & HR and Deputy Superintendent prior to amounts being shared with Program Leaders.***Budgets with transfers to all budgets:503 Media/Library Van Mail637 Telephone Interconnect640 Recruitment645 Regional Certification650 EAP701 O&M707 TechnologyBudgets with transfers to a few budgets – Program Leaders to work together on sharing transfers:101 CTE300s Itinerant Services411 Distance Learning504 Science Enrichment523 Instructional Technology527 Staff Development532 CASSC Coordination605 Safety Risk631 Labor Relations702 Special Ed Support705 Student Programs Supervision706 1:1 Aides708 Instructional Support Services Supervision711 Itinerant Services Supervision896 Grant SupervisionWhen creating these budgets, if budget transfers being charged to your budget are unknown, you will need to estimate the cost in the 490 budget line by reaching out to the Program Leader for the anticipated increase or decrease in the transfer amount. *If transferring to a federal budget (grant), check with the Program Leader to see if the grant can support the transfer.*  |  |

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| **Step** | **Task to be completed for Budget Development** | **Due Date** |
| ***4*** | The Budget Presentation Sheet is used to calculate the prices for services. **Note:** ***WinCap Budget Development should be completed first then the Budget Presentation Sheet.*** Retrieve last year’s sheet and update headings and dates. Update current year price at bottom. The budget information at the top of the Budget Presentation Sheet comes from WinCap Budget Development. Under the BOB button, use the Shared: Budget Presentation Report for the budget detail needed for the Budget Presentation Sheet.Use the Service Contract Report to enter the revenue at the bottom of the Budget Presentation Sheet. You may need to add or delete services accordingly.Current Revenue should match the Revised Budget.Update the pricing for next year by clicking in the cell, then divide next year’s budget total by the anticipated number of units. The district’s revenue amounts should update accordingly. Current Revenue should match the Revised Budget. |  |
| **5** | ***Reminder:*** Schedule budget review meeting(s) with Executive Director of Business & HR, including final review.***Reminder:*** Schedule final budget review meeting with Deputy Superintendent. |  |

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| **Step** | **Task to be completed for Budget Development** | **Due Date** |
| **NOVEMBER** |
| **6** | Deputy Superintendent Secretary will request updates for the Service Guide, which will be distributed to districts in December. * **NEW** – forward the same descriptions OR a more detailed description of your service(s) for districts to reference when signing up for services. This description will be linked to each service in WinCapWeb.
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| **7** | Continue working on budgets. |  |
| **8** | Email Internal Transfer Methodologies to Program Leaders who are buying or paying into a service. Share the number of units anticipated for next year versus current year. Copy the Director of Management Services.  | 11/9/22 |
| **9** | Update budgets with service contract revenue from November 15th billing. | 11/15/22 |
| **10** | Final review of budgets with transfers to other BOCES programs by the Executive Director of Business & HR; need to be completed by this due date.  | 11/15/22 |
| **11** | Final review of budgets with transfers to other BOCES programs by the Deputy Superintendent; need to be completed by this due date.  | 11/15/22 |
| **12** | Internal Transfer Amounts shared with Program Leaders Meeting via email. Copy Executive Director of Business & HR. Executive Director of Business & HR enters amounts into WinCap.  | 11/16/22 |
| **13** | Discuss any issues or concerns with the Internal Transfers at Program Leaders Meeting. If there are no issues, these amounts will be considered as the final transfer amounts for budget development.  | 11/22/22 |

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| **Step** | **Task to be completed for Budget Development** | **Due Date** |
| **DECEMBER** |
| **14** | Update budgets with service contract revenue from December 15th billing. | 12/15/22 |
|  | The BOCES Services Guide is distributed to component districts and other BOCES. | 12/15/22 |
| **15** | All budgets are to be completed.  |  |
| **JANUARY** |
| **16** | Final budget review with Director of Management Services.  | 1/6/23 |
| **17** | Final budget review with Deputy Superintendent. | 1/9/23 |
| **18** | Review your budgets at the Program Leaders Meeting (practice run). | 1/10/23 |
| **18** | Review budgets with Superintendent Advisory Committees.  | 1/19/23 |
| **19** | Forward completed budgets to Deputy Superintendent’s Office. | 1/20/23 |
|  | Budget books are created and distributed to districts. | 1/27/23 |

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| **Step** | **Task to be completed for Budget Development** | **Due Date** |
| **FEBRUARY - MARCH** |
|  | The Business Office updates service contract revenue in WinCap as per Budget Presentation Budget Sheets and then opens WinCapWeb Service Requests for districts to submit their requests. | 2/1/23 |
| **20** | The Business Office will be responsible for the repeating anticipated service requests for non-component districts. These requests are the final service requests and will serve as the cross contract for the year. The Business Office will follow up on these requests in effort to meet the due date for final service requests. If there is a problem with one, the Business Office will contact the Program Leader. If a service is anticipating a new cross contract, the Program Leader is responsible for processing that cross contract for next year. It must be complete and received by the final service request due date (normally April 15th) to be included in the budget.  |  |
| **21** | Preliminary Service Requests (Firm Commitments) are due. | 3/15/23 |
| **22** | Review Preliminary Service Requests and note changes. Budgets are required to be adjusted to balance to Final Service Requests (Firm Commitments). Budgets may be adjusted to preliminary requests if desired.  |  |
| **Step** | **Task to be completed for Budget Development** | **Due Date** |
| **APRIL - MAY** |
| **23** | Final Service Requests (Firm Commitments) are due. | 4/14/23 |
| **24** | Meet with Executive Director for Business & HR by this date to update your budget according to Final Service Requests. Budget must match revenue. Prices are not adjusted. | 5/3/23 |
|  | Final budget amount is approved by Board of Education. | 5/10/23 |
|  | If needed, Directors will meet to discuss any FTE reductions (Final Staffing Review Meeting). | 5/12/23 |
| **JUNE** |
|  | The AS-7 contracts for services districts committed to for next year are sent to the districts for approval. The SBM-1 report details the BOCES budget for next year and is submitted to the NYSED.  | 6/1/23 |