

2013-2014 BOCES BUDGET CALENDAR

October

| M | T | W | T | F | S | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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November

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December

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January

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February

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March

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April

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May

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June

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| 30 | 31 | | | | | |

- 10/26/12** - Send copy of last year's Services Guide & Preliminary Services Request to Program Directors and other Administrators/Coordinators (as pertinent)
- 11/09/12** - Information due back from Program Directors to *Lee-ann Morgan*
- 11/20/12** - After *Nicole Ashley* checks information, send to Print Shop for printing and to *Patti Rowan-Lalonde* for Services Request Form
- 12/12/12** - Electronic version of Services Guide and Preliminary Services Request e-mailed to Superintendents and Business Officials
- 12/12/12** - Hand out Services Guide & Preliminary Services Request Form to Superintendents at CSA meeting
- TBD** - Meeting with School Districts regarding Win-Cap Web and Online Services Request (To be scheduled in December, 2012)
- TBD** - Win-Cap Web Training (To be scheduled in January, 2013)

- 01/07/13** - Services Request completed & certified in Win-Cap Web by Superintendents
 - 01/18/13** - Transfers reviewed by Directors. *Any transfers exceeding 5% over previous year should be reviewed by both Directors*
 - 01/23/13** - Transfers entered into Win-Cap by all programs
 - 01/31/13** - BOCES President designates, *by letter*, date of BOCES Annual Election and Budget Vote. *Letter and Nomination Forms* mailed to each Component and BOCES BOE Member - Forms due back to BOCES Clerk *March 22, 2013*. (30 days prior to election)
 - 02/01/13** - 9:00 a.m. - Initial budgets must be entered in Win-Cap with supporting documentation (revenue, FTE's, copies of budgets) sent to *Patti Rowan-Lalonde* - *Send Reminder to Administrators a week or so prior to this date*
 - 02/13/13** - Final Services Request Form to Superintendents and Business Managers
 - 02/15/13** - BOCES submits Proposed Operating Plan to SED
 - 03/22/13** - BOCES Board Vacancy Nomination Forms due back from Component Districts. (30 days prior to election)
 - 03/28/13** - (*To be in newspaper 14 days prior to annual meeting*) First Public Notice to Newspapers. *Administrative Budget by March 11, 2013 to Sue Collins-Rickett*
 - 03/28/13** - (*14 days prior to annual meeting*) Notice of date, time, and place of annual meeting must be mailed to each member of the Boards of Component School Districts. Send to Clerks, cc: Supt & BOE Presidents, & BOCES Board Members - RRR, Certified .
 - 03/28/13** - Final Services Request completed & certified in Win-Cap Web by Superintendents
 - 03/29/13** - (*10 days prior to annual meeting*) Copies of BOCES Budgets must be provided to Board Members of Component Districts.
 - 04/01/13** - Send 2nd Notice to Newspapers
 - 04/05/13** - (*14 days prior to election*) BOCES mails ballot containing slate of candidates for BOCES Board (to clerks-certified RRR; and to Superintendents)
 - 04/11/13** - BOCES Annual Meeting - Review Tentative Budget
 - 04/19/13** - Final Budget entered into Win-Cap by Program Staff- based on final Services Request Form. Supporting documentation (revenue, FTE's, copies of budgets) to *Patti Rowan-Lalonde (By close of business)*
 - 04/22/13** - Component Districts Vote on BOCES Administrative Budget & BOCES Board Members
 - 04/23/13** - Component Districts notify BOCES of results of election and vote
 - 05/09/13** - BOCES BOE Meeting - 2013-2014 Budget adopted by BOCES Board
 - 06/14/13** - 2013 - 2014 BOCES Budget submitted to Commissioner - SED
- ** Due dates deviate from official State Education Law due to component Districts' request for final cost information in a more timely manner

