

## 2019-2020 Budget Development Calendar

### November 2, 2018: Equipment Requests

- ✓ Preliminary requests for all equipment valued over \$5,000 to the appropriate COS administrator.

### November 2, 2018: New Staffing, Curriculum Proposals, In-Service, Summer Work and Special Project Requests

- ✓ New staffing requests approved by administrator to appropriate COS administrator.
- ✓ Curriculum proposals requests to appropriate COS administrator.
- ✓ In-Service requests to appropriate COS administrator.
- ✓ Requests for additional or new summer work days to appropriate COS administrator.

### November 12, 2018: Equipment Requests

- ✓ Approved request from appropriate COS administrator to Purchasing Agent.
- ✓ The Purchasing Agent will cost approved items and return priced items to COS and the Business Office by 11/16/2018.
- ✓ It will be the district administrators' responsibility to enter the approved equipment items ONLY into NVision.

### November 16, 2018: New Staffing Requests

- ✓ Recommended staffing requests sent to Human Resources by COS.
- ✓ Human Resources to cost new staffing requests and forward to Business Office by 12/7/2018.

### December 7, 2018: General Support Budget Requests in NVision

✓ A1010 Board of Education	✓ A1620 Operation of Plant
✓ A1040 District Clerk	✓ A1621 Maintenance of Plant
✓ A1060 District Meeting	✓ A1622 Energy Education Manager
✓ A1240 Chief School Administrator	✓ A1630 Security and Safety
✓ A1310 Business Administration	✓ A1660 Central Storeroom
✓ A1320 Auditing	✓ A1670 Central Printing and Mailing
✓ A1325 District Treasurer	✓ A1680 Technical Support Services
✓ A1330 Tax Collection	✓ A1910 Unallocated Insurance
✓ A1345 Purchasing	✓ A1920 School Association Dues
✓ A1380 Fiscal Agent Fees	✓ A1930 Judgments and Claims
✓ A1420 Legal Services: Admin	✓ A1950 Assessment School Property
✓ A1421 Legal Services: Program	✓ A1981 BOCES Charges: Admin
✓ A1430 Human Resources	✓ A1983 BOCES Charges: Capital
✓ A1460 Records Management Officer	✓ A1989 Refund Prior Year Revenue
✓ A1480 Public Information	

## 2019-2020 Budget Development Calendar

### December 7, 2018: Instruction Budget Requests in NVision

✓ A2010 Office of Instruction	✓ A2132 Reading
✓ A2011 Office of Administration	✓ A2194 Textbooks
✓ A2020 Supervision Regular School	✓ A2250 Special Education
✓ A2060 Research, Planning and Evaluation	✓ A2280 Occupational Education
✓ A2070 In-Service Training	✓ A2331 Employment Preparation
✓ A2110 Regular School Teaching	✓ A2332 Continuing Education
✓ A2112 Art	✓ A2333 Summer School
✓ A2113 Business Education	✓ A2335 Alternate Education
✓ A2115 English	✓ A2610 Instructional Media
✓ A2116 Languages	✓ A2630 Computer Instruction
✓ A2117 English Second Language	✓ A2810 Guidance
✓ A2118 Physical Education	✓ A2815 Health Services
✓ A2119 Career and Life Sciences	✓ A2816 Health Education
✓ A2120 Technology Education	✓ A2817 Speech/Language
✓ A2121 Mathematics	✓ A2820 Psychological Services
✓ A2122 Music	✓ A2825 Social Work
✓ A2123 Science	✓ A2850 Co-Curricular Activities
✓ A2125 Social Studies	✓ A2855 Inter-scholastics

### December 7, 2018: Transportation and Undistributed Budget Requests in NVision

✓ A5510 Transportation	✓ A9050 Unemployment Insurance
✓ A5530 Garage	✓ A9060 Health Insurance Shared Savings
✓ A5550 Public Transportation	✓ A9061 Health Insurance
✓ A5581 BOCES Transportation	✓ A9070 Union Welfare Benefits
✓ A9012 Employees Retirement System	✓ A9089 Other Benefits
✓ A9022 Teachers Retirement System	✓ A9760 Tax Anticipation Notes
✓ A9033 Social Security	✓ A9901 Transfer to Other Funds
✓ A9040 Workers Compensation	✓ A9950 Transfer to Capital Funds

**January 7, 2019:** General Support and Instruction Budget Presentation to the BOE

**February 11, 2019:** Transportation and Undistributed Budget Presentations to BOE

**February 25, 2019:** Additional Budget Discussion

**March 4, 2019:** Vehicle Replacement Plan 2019-2020 Presentation and Adoption  
Superintendent's Recommended Budget Presentation

## 2019-2020 Budget Development Calendar

- March 18, 2019:** Additional Budget Discussion
- April 8, 2019:** Board of Education Budget Hearing  
State Aid Update Presentation, Board of Education Budget Hearing  
Additional Budget Discussion – Supt Rec #2
- April 23, 2019:** BOE Adoption of the 2019-2020 Budget  
Contingent Budget Presentation and Adoption  
Approval of Property Tax Report Card  
BOCES Budget
- May 7, 2019:** Legally Mandated Budget Hearing
- May 8, 2019:** Budget Newsletter Mailed
- May 21, 2019:** BUDGET VOTE
- May 23, 2019:** Results of Election are Declared