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