

## Budget Development Calendar for the 2021-2022 School Year

### 10/30/20: Equipment Requests

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

### 10/30/20: New Staffing, Curriculum Proposals, In-Service, Summer Work & 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.

### 11/2/20: Superintendent's Forum: A Budget Conversation (ABC) Presentation

### 11/13/20: Equipment Requests

- ✓ Approved request from appropriate COS administrator to Purchasing Agent.
- ✓ Purchasing Agent will cost approved items & return priced items to COS & the Business Office by 11/20/20.
- ✓ It will be the district administrators' responsibility to enter approved equipment items ONLY into NVision.

### 11/13/20: 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 12/4/20.

### 12/11/20: General Support Budget Requests in NVision

<ul style="list-style-type: none"> <li>▪ A1010 Board of Education</li> <li>▪ A1040 District Clerk</li> <li>▪ A1060 District Meeting</li> <li>▪ A1240 Chief School Administrator</li> <li>▪ A1310 Business Administration</li> <li>▪ A1320 Auditing</li> <li>▪ A1325 District Treasurer</li> <li>▪ A1330 Tax Collection</li> <li>▪ A1345 Purchasing</li> <li>▪ A1380 Fiscal Agent Fees</li> </ul>	<ul style="list-style-type: none"> <li>▪ A1420 Legal Services: Admin</li> <li>▪ A1421 Legal Services: Program</li> <li>▪ A1430 Human Resources</li> <li>▪ A1460 Records Management Officer</li> <li>▪ A1480 Public Information</li> <li>▪ A1620 Operation of Plant</li> <li>▪ A1621 Maintenance of Plant</li> <li>▪ A1622 Energy Education Manager</li> <li>▪ A1630 Security and Safety</li> <li>▪ A1660 Central Storeroom</li> </ul>	<ul style="list-style-type: none"> <li>▪ A1670 Central Printing and Mailing</li> <li>▪ A1680 Technical Support Services</li> <li>▪ A1910 Unallocated Insurance</li> <li>▪ A1920 School Association Dues</li> <li>▪ A1930 Judgments and Claims</li> <li>▪ A1950 Assessment School Property</li> <li>▪ A1981 BOCES Charges: Admin</li> <li>▪ A1983 BOCES Charges: Capital</li> <li>▪ A1989 Refund Prior Year Revenue</li> </ul>
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### 12/11/20: Instruction Budget Requests in NVision

<ul style="list-style-type: none"> <li>▪ A2010 Office of Instruction</li> <li>▪ A2011 Office of Administration</li> <li>▪ A2020 Supervision Regular School</li> <li>▪ A2060 Research, Planning &amp; Evaluation</li> <li>▪ A2070 In-Service Training</li> <li>▪ A2110 Regular School Teaching</li> <li>▪ A2112 Art</li> <li>▪ A2113 Business Education</li> <li>▪ A2115 English</li> <li>▪ A2116 Languages</li> <li>▪ A2117 English Second Language</li> <li>▪ A2118 Physical Education</li> </ul>	<ul style="list-style-type: none"> <li>▪ A2119 Career and Life Sciences</li> <li>▪ A2120 Technology Education</li> <li>▪ A2121 Mathematics</li> <li>▪ A2122 Music</li> <li>▪ A2123 Science</li> <li>▪ A2125 Social Studies</li> <li>▪ A2132 Reading</li> <li>▪ A2194 Textbooks</li> <li>▪ A2250 Special Education</li> <li>▪ A2280 Occupational Education</li> <li>▪ A2331 Employment Preparation</li> <li>▪ A2332 Continuing Education</li> </ul>	<ul style="list-style-type: none"> <li>▪ A2333 Summer School</li> <li>▪ A2335 Alternate Education</li> <li>▪ A2610 Instructional Media</li> <li>▪ A2630 Computer Instruction</li> <li>▪ A2810 Guidance</li> <li>▪ A2815 Health Services</li> <li>▪ A2816 Health Education</li> <li>▪ A2817 Speech/Language</li> <li>▪ A2820 Psychological Services</li> <li>▪ A2825 Social Work</li> <li>▪ A2850 Co-Curricular Activities</li> <li>▪ A2855 Inter-scholastics</li> </ul>
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## Budget Development Calendar for the 2021-2022 School Year

### 12/11/20: Transportation and Undistributed Budget Requests in NVision

<ul style="list-style-type: none"> <li>▪ A5510 Transportation</li> <li>▪ A5530 Garage</li> <li>▪ A5550 Public Transportation</li> <li>▪ A5581 BOCES Transportation</li> <li>▪ A9012 Employees Retirement System</li> <li>▪ A9022 Teachers Retirement System</li> <li>▪ A9033 Social Security</li> <li>▪ A9040 Workers Compensation</li> </ul>	<ul style="list-style-type: none"> <li>▪ A9050 Unemployment Insurance</li> <li>▪ A9060 Health Insurance Shared Savings</li> <li>▪ A9061 Health Insurance</li> <li>▪ A9070 Union Welfare Benefits</li> <li>▪ A9089 Other Benefits</li> <li>▪ A9760 Tax Anticipation Notes</li> <li>▪ A9901 Transfer to Other Funds</li> <li>▪ A9950 Transfer to Capital Funds</li> </ul>
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**1/11/21:** General Support and Instruction Budget Presentation to the BOE

**2/8/21:** Transportation and Undistributed Budget Presentation to the BOE  
Vehicle Replacement Plan 2021-2022 Presentation to the BOE  
Superintendent's Forum: A Budget Conversation (ABC) Presentation in Spanish

**2/22/21:** Additional Budget Discussion  
Superintendent's Forum: A Budget Conversation (ABC) Presentation

**3/8/21:** Additional Budget Discussion

**3/22/21:** Adoption of Superintendent's Recommended Budget Presentation  
Approval of Legal Notice

**3/30/21-** Deadline for publication of the first of two required legal notices prior to the budget vote  
**4/3/21:** (1<sup>st</sup> publication will be on 4/2/21)

**4/8/21:** State Aid Update Presentation

**4/19/21:** BOE Adoption of the 2021-2022 Budget  
BOE Approval of Property Tax Report Card

**4/27/21** BOE Approval of BOCES Budget

**5/10/21:** State Mandated Public Hearing (time tbd)

**5/18/21:** BUDGET VOTE

**5/20/21:** Results of Election are declared