

HONEOYE CENTRAL SCHOOL DISTRICT  
Budget Guidelines  
2016-2017 Budget & Requisition Timetable

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Dec 2015     The Business Manager calculates salary budgets for all staff. Leadership members w/ Superintendent review staffing/program. The Business Office prepares input for data entry by department number.

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12/7/15       Staff submits completed budgets to principals. Department and Grade Level chairs review budget requests.

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12/18/15      Buildings and Grounds Supervisor, Business Manager, and Superintendent review building needs.

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1/8/16         Maintenance and transportation budget is due including a summary report of estimated cost.  
  
Principals submit all budget requests to the Superintendent/Business Office with supporting justification.

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1/15/16        Principals will supply Transportation Director with all planned field trips. Transportation Director will budget for travel expense for all field trips. Maintenance and building needs/ requests should be submitted from building principals at this time.

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2/01/16-  
2/05/16        Bid item quantities are formulated (for general supplies beyond the state bids, equipment, wood and metal shop items, and art supplies).

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2/05/16        Principals to review B.O.C.E.S. contract for any deletions, additions or changes in services needed in 2016-2017. (pending BOCES deadlines)

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1/27/16-  
2/24/16        Superintendent and Business Manager meet with Instructional Leadership and District Leadership to discuss revisions and recommendations in order to produce a preliminary budget draft.

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2/24/16        Community Budget Forum (tentative)

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3/02/16        Presentation of draft budget to Board of Education

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3/7/16- Superintendent and principals meet with faculty for Budget updates  
4/8/16 (SAC, BLT, Elementary Faculty, Secondary Faculty)

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3/14/16- The Superintendent and Business Manager review the Budget and set  
3/16/16 final parameters.

Business Manager submits revenue budget projections to the Superintendent pending receipt of New York State Aid projections.

Final B.O.C.E.S. request due to Business Office.

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~~3/16/16~~ **Budget Workshop #1** at regular BOE meeting.  
3/21/16

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4/6/16 **Budget Workshop #2** at regular BOE meeting.

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4/13/16 Board adopts the Tentative 2016-2017 Budget at regular BOE meeting.

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4/14/16- Community Presentations of Budget (TBD)  
5/16/16

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5/04/16 Budget Hearing (6:30pm)

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5/17/16 Budget Vote

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5/18/16 Board accepts 2016-17 Budget Vote

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Board of Education adopted 11/4/15