

HONEOYE CENTRAL SCHOOL DISTRICT  
Budget Guidelines  
2013-2014 Budget & Requisition Timetable

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12/2012      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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12/10/12      Staff submits completed budgets to principals. Department and Grade Level chairs review budget requests.

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12/21/12      Buildings and Grounds Supervisor, Business Manager, and Superintendent review building needs.

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1/04/13      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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1/11/13      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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2/04/13-  
2/08/13      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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2/08/13      Principals to review B.O.C.E.S. contract for any deletions, additions or changes in services needed in 2013-2014. (pending BOCES deadlines)

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1/30/13/  
2/27/13      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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2/27/13      Community Budget Forum

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3/06/13      Presentation of draft budget to Board of Education.

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3/11/13-4/12/13 Superintendent and principals meet with faculty for Budget updates (SAC, BLT, Elementary Faculty, Secondary Faculty)

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3/18/13-3/20/13 The Superintendent and Business Manager review the Budget and set 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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3/20/13 **Budget Workshop #1** at regular BOE meeting. (Community Input Night)

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4/10/13 **Budget Workshop #2** at regular BOE meeting. (Community Input Night)

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4/17/13 Board adopts the Tentative 2013-2014 Budget at regular BOE meeting.

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4/18/13-5/10/13 Community Presentations of Budget (TBD)

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5/08/13 Budget Hearing (6:30pm)

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5/21/13 Budget Vote

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5/22/13 Board accepts 2013/2014 Budget Vote

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Board of Education adopted 10/17/12