



## FEH BOCES News and Notes December 1, 2015

*“The Mission of the Franklin-Essex-Hamilton  
Board of Cooperative Educational Services  
is to provide shared services to its component  
school districts”*

Welcome back, I hope the recent Thanksgiving break was enjoyable! The News and Notes topic this week may not seem all that exciting, but it is critically important to the operation of our organization.

### **Budget Development Process**

The budget development process for the 2016-17 year is underway. While it may seem like the school year just started, we are entering the sixth month in the current fiscal year which began on July 1. The development of the BOCES budget is very complex, highly regulated and ultimately finalized in response to requests for services from our component districts. Districts will be returning the “Preliminary Requests for Services” by early January indicating services they are considering. A follow up conference call is then held with each district to review the request and answer any questions. The business office then works through the process of pricing each service. Preliminary pricing is provided to districts in early March. The initial pricing often causes districts to give us a better indication of their intentions. With this firmer handle on participation levels the pricing is fine-tuned and final pricing is provided Mid-March. Districts must make a final determination of the services they intend to purchase by May 1 and submit an “Intention to Participate Form.” We actually are asking districts for the information by April 20 as this will help us finalize staffing levels for 2016-17.

In the midst of this process, the Annual meeting will be held on April 7, 2016. At the Annual Meeting the tentative Administrative, Capital and Program budgets are presented. The Board adopts a final budget in May after the districts submit the “Intention to Participate” forms. A final step in the process involves the signing of a contract for the services, referred to as an AS-7 Contract which is wrapped up by July 13 for the 2016-17 year.

The 2016-17 Service Guide may be found [here](#). Included in the service guide is a Calendar for Development of BOCES Programs and Services that includes information that you will likely find of interest.

An explanation of the three components of the BOCES budget (Administrative, Capital, and Program) will appear in News and Notes over the coming months.