

Budget Preparation

In order to facilitate budget preparation for NWBOCES, the following time line will be utilized.

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| By February 15..... | The Business Manager will distribute budget request forms and directions to supervisory staff. |
| By March 15.....    | Budget requests will be received from the staff.   |
| By May 30.....      | Preliminary budget will be presented to the Board.   |
| By July 1.....      | Budget is officially adopted at the June Board Meeting.  |

3004-R

Revised 8-28-02  
Revised 7-25-12  
Revised 5-25-16  
Revised 7-22-20