

FY 15/16 Calendar for Preliminary Budget Adoption

Activity	Timing
1 Board of Supervisors approves budget calendar and sets special board meeting to review and approve preliminary budget	April 7
Finance prepares: <ul style="list-style-type: none"> • Schedule of assumptions and economic factors • GF revenue projections (departments are responsible for non-GF revenues) 	
2 <ul style="list-style-type: none"> • Schedule of salary and benefit accounts • Estimate of structural deficit/surplus and develops strategy for balancing budget • Schedule of GF department net cost discretionary funding allocations, if necessary to balance budget 	April
3 Finance distributes department budget instructions	April 16 23
4 Budget system online goes live for budget entry. Departments enter budgets by accessing site-based budgeting module. Department receives budget templates, forms and schedules.	May 1 – May 31
5 Departments submit budget forms back to finance and departmental budgets are completed on or before June 1.	June 1
6 Finance balances projected revenues with proposed appropriations. Budgets are finalized. Finance compiles preliminary budget reports and forms.	June 1 - 8
7 One-on-one meetings with Department Heads, CAO and Fiscal staff	June 9, 10 & 11
8 Finance presents overview of FY 15/16 budget with comparison to past results and trends.	June 16
9 Preliminary budget document ready for agenda and made available to Board Members, Departments and Public when agenda is released	June 18
10 Board of Supervisors Special meeting – Board considers adoption of preliminary budget	June 23 & 24