

# FY 16/17 Calendar for Budget Adoption

	Activity	Timing
1	Board of Supervisors approves budget calendar, sets special workshop to review and discuss budget with departments and sets public hearing for budget adoptions.	Jan 19
2	Finance prepares: <ul style="list-style-type: none"> <li>• Schedule of assumptions and economic factors</li> <li>• GF revenue projections (departments are responsible for non-GF revenues)</li> <li>• Schedule of salary and benefit accounts</li> <li>• Estimate of structural deficit/surplus and develops strategy for balancing budget</li> <li>• Schedule of GF department net cost discretionary funding allocations, if necessary to balance budget</li> </ul>	March
3	Finance distributes department budget instructions	Mar 21
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.	April 1 – 30
5	Departments submit budget forms back to finance and departmental budgets are completed on or before May 1.	May 1
6	Finance balances projected revenues with proposed appropriations. Budgets are finalized. Finance compiles recommended budget reports and forms.	May 1 - 6
7	One-on-one meetings with Department Heads, CAO and Fiscal staff	May 9, 10 & 11
8	Budget workshop with the Board, Departments, CAO and Finance staff. An overview of FY 16/17 budget with comparison to past results and trends is presented followed by one-on-one meetings between Board members and each Department.	May 20
9	Budgets are finalized. Finance compiles final budget for publishing	May 20-26
10	Publish notice that the budget is available and to notice public hearings. Distribute published budget to known participants. (10 day notice)	May 27
11	Open public hearing at regularly scheduled Board meeting. Opportunity for public comments concerning final budget.	June 7
10	Board of Supervisors regular meeting – Board considers adoption of recommended budget	June 21