

# Attachment A

## 2016-18 RECOMMENDED BUDGET DEVELOPMENT CALENDAR

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 22** Docket Budget Policies & Schedule
- 29** Docket 1<sup>st</sup> Qtr. Budget Update
- 30** General Revenues Assumptions due

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 3** Docket Budget Preview
- 15** Budget Preview B3
- 18** 1<sup>st</sup> draft Section C due from A-C
- 7 - 25** 2<sup>nd</sup> draft D-Pages with CEO changes, due from Depts. 1 week after meeting
- 31** Docket Budget Workshops materials

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 3** Budget Policies & Schedule B1
- 10** 1<sup>st</sup> Qtr. Budget Update
- 11** Veteran's Day
- 18** ISF Rates due
- 19** Salary Model assumptions due
- 25** Docket Fiscal Outlook
- 26 - 27** Thanksgiving

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 11,13,15** Budget Workshops B4
- 21** Final D-Pages due
- 25** Final Sections A, B, C, E, F, G & Functional Summaries due
- 28** Docket CIP & 3<sup>rd</sup> Qtr. Budget Update
- 29** Initial print-ready version of book to CEO

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 8** Fiscal Outlook Report B2
- 9** Budget & 5-Yr Forecast kick-off
- 17** General Fund Contribution Targets issued
- 25** Christmas Day
- 28 - 31** Holiday office closures

MAY 2016						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3** Finalized review of book by CEO due to A-C
- 5** Docket Set Hearing BL
- 6** Operating Plan to Printer!
- 10** CIP & 3<sup>rd</sup> Qtr. Budget Update B5
- 12** Distribute Op Plan
- 19** Dept. Hearing materials & Pre-Hearing FBAs due
- 27** Notice Budget Hearings
- 30** Memorial Day

JANUARY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1** New Year's Day
- 7** Rates, Charges & Transfers Consensus Day
- 14** Distribute Budget Workshops presentation template
- 18** M.L. King Day
- 28** Docket 2<sup>nd</sup> Qtr. Budget Update

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 2** Docket Hearing materials
- 13,15,17** Budget Hearings B6
- 23** Post-Hearing FBAs due

FEBRUARY 2016						
S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**Legend**

+	Holiday
1	Department activity
1	BOS item
1	CEO activity
1	Auditor-Controller activity

- 4** Budget numbers loaded (all 5 years)
- 9** 2<sup>nd</sup> Qtr. Budget Update
- 11** Variance Analysis, Fund Balances, Agency Funds, Grants, & Service Level Impacts due
- 15** Presidents Day
- 25\*** 1<sup>st</sup> draft Financials, D-Pages, & Workshops presentation due

**\*2/29 - 3/18** Financial Review Meetings

*\*Materials due to the CEO the Friday prior to the meeting.*

**Notes:**

1. Salary Model will be loaded by or shortly after kick-off.
2. ISF rates will be provided at budget kick-off
3. Estimated-Actuals need to be loaded at line-item account level even though they will not be printed in budget book.

**Training:**

4. Salary Model, budget upload and D-Pages training will be provided on an "as-requested" basis.

B

Item to BOS as part of Budget Update Plan