

2010-2011 MONTHLY CALENDAR - OPERATING BUDGET AND CIP SCHEDULE

OCTOBER 2009	NOVEMBER 2009	DECEMBER 2009	JANUARY 2010
<p>Budget Advisory Committee Meetings</p> <p>Budget Workshops with BOS</p> <p>Budget Principles to Dept Directors</p> <p>20th: All CIP requests completed and to CEO</p> <p>27th: Budget Principles to Board</p> <p><i>Analysts review proposed CIP projects</i></p>	<p>Budget Advisory Committee Meetings</p> <p>9th: All CIP requests to CAC members</p> <p>1st Qtr Budget Update</p> <p>12th-16th: CAC Reviews Capital Requests</p> <p>19th: Depts submit FINAL CIP Requests</p> <p>23rd: Finalize Budget Instructions</p> <p>25th: Finalize Rates & Charges</p>	<p>2nd: Budget Kick-Off Meeting</p> <p>Budget Development Training Salary</p> <p>Model Training</p> <p>Budget Adjustment Database Training</p> <p>Rates Training</p> <p><i>Re-Map any Cost Centers Changes (no later than 12/4/09)</i></p> <p>3rd: CIP Summary Presentation to Dept Dir</p> <p>18th: CIP to Printer</p> <p>31st: Cost Allocation Plan Submitted to State</p>	<p>25th: Submit CIP to Board; Refer CIP to Planning Commission</p> <p>20th: 1st Dept. Budgets due</p> <p>RPM Input due (into database)</p> <p>CEO RPM/OM Review</p> <p>Budget Team Meetings (<i>Dept, CEO, AC, HR</i>)</p> <p>CEO Executive/Dept Budget Meetings</p> <p>CEO & A/C Present Financial Projections</p> <p>Excel & Word Training for "D" Pages</p>
FEBRUARY 2010	MARCH 2010	APRIL 2010	MAY 2010
<p>17th: Last Day Department Budgets due</p> <p>Budget Team Meetings (<i>Dept, CEO, AC, HR</i>)</p> <p>CEO Executive/Dept Budget Meetings</p> <p>Depts Generate Draft Budget Pages ("D Pages")</p> <p>D Page Review Meetings with CEO & Dept</p> <p>Budget Workshop w/BOS</p> <p>2nd Quarter Budget Update</p>	<p>Budget Team Meetings (<i>Dept, CEO, AC, HR</i>)</p> <p>CEO Executive/Dept Budget Meetings</p> <p>Depts Generate Draft Budget Pages ("D Pages")</p> <p>D Page Review Meetings with CEO & Dept</p> <p>Finalize Significant Changes</p> <p>8th: CIP Review by BOS</p> <p>9th-19th: Departments Update CIP Budget 2009-10 to Reflect Recommended Budget</p> <p>13th: Final Signed-Off Recommended 2010-11 CIP Budget Due to CEO Analysts</p> <p>12th: Finalize Sections E-G & Appendix of Operating Plan Document</p> <p>23rd: Finalize Operating Plan</p> <p>26th: CIP Lessons Learned</p>	<p>1st: Reconciliation (ISF, ITRF, Operating Transfers, Non-deptl.)</p> <p>Section D Quality Assurance Check</p> <p>7th: Final Sections A, B, C & H, Front of Operating Plan Document</p> <p>13th: Ongoing Grants in database completed</p> <p>24th: Operating Plan to Printer</p>	<p>6th: Distribute Operating Plan to BOS, Public, & Departments</p> <p>6th: Docket Board Letter, budget resolution and attachments (BOS agenda May 25)</p> <p>21st: Dept submit presentation material to CEO</p> <p>25th: Publish Notice of 2010-11 Budget Hearings</p> <p>Budget Workshop with BOS</p> <p>3rd Quarter Budget Update</p>
JUNE 2010	JULY 2010	AUGUST 2010	SEPTEMBER 2010
<p>*** 7th - 11th: Budget Hearings ***</p> <p>BOS Adopt 2010-11 Budget</p> <p>30th: Final Budget Adjustments due</p> <p>Develop & Distribute Annual Budget Preparers and BOS Surveys for Lessons Learned Workshop</p>	<p>Incorporate Final Budget Adjustments into Recommended Budget</p> <p>Produce Adopted Budget</p> <p>16th: Operating Budget Lessons Learned Including Survey Results</p>	<p>Submit Adopted Budget to GFOA for National Budget Award</p> <p>CAC Meeting: CIP Lessons Learned</p>	<p>Budget Advisory Committee Meetings</p> <p>Dept Reorganization Requests to CEO</p> <p>10th: CIP Kick-Off Mtg and issue CIP Instructions</p> <p>13th, 14th, 15th: CIP Application Training</p>