

2013-14 RECOMMENDED BUDGET DEVELOPMENT CALENDAR

OCTOBER 2012						
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			

16 Budget Policies & Budget Schedule **B1**

MARCH 2013						
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						

11-29 Draft D-Page Reviews
14 Finalize Section F & Appendix

NOVEMBER 2012						
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	

06 Fiscal Outlook **B2**
12 Veteran's Day
13 1st Qtr Budget Update
16 ISF Rates due from Preparers
22-23 Thanksgiving

APRIL 2013						
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				

01 Finalized D-Pages Due from Depts
02 SLI, Performance Outcomes & Fiscal Issues **B4**
12 Final Sections A, B, C & E due
16 Capital Improve Plan to BOS **B5**
22 Operating Plan to Printer
30 Draft presentations due to CEO

DECEMBER 2012						
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					

04 Targets Policy **B3**
12 Budget Kick-off
21 Targets Issued to Depts
25 Christmas Day

MAY 2013						
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	

08 Distribute Op Plan to BOS, Public & Depts
09 Docket BL, Budget Resol & Attach(5/21 BOS mtg)
14 3rd Qtr Budget Update (incl revenue update)
24 Final presentation materials due to CEO
27 Memorial Day
28 Notice Budget Hearings

JANUARY 2013						
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		

01 New Year's Day
09 Budget Training on new upload process
11 Finalize Section G
21 M.L. King Day
31 2013-14 Budget Numbers Loaded (including 12-13 estimated-actuals)

JUNE 2013						
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						

10-14 Budget Hearings **B6**
28 Final Budget Adjs Due

...and we're done - thank you all!

FEBRUARY 2013						
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		

06 New D-Pages Training
08 2014-15 Budget Numbers Loaded
11 Variance Analysis, Fund Balances, Agency Funds, Grants Due
11-15 Initial A/C revenue review
12 2nd Qtr Budget Update
15 Service Level Impacts Due
18 Presidents Day
2/19-3/8 Financial review meetings w Depts (with Outcome Measures)

Legend

	Holiday & Furlough
1	Department activity
1	BOS Item
1	CEO activity
1	Auditor-Controller activity

Notes:

- Salary Model will be loaded by or shortly after kick-off.
- Salary Model will be updated for the new Budget Programs and Budget Departments, but will otherwise stay the same.
- ISF rates will be provided at budget kick-off
- Estimated-Actuals need to be loaded at line-item account level even though they will not be printed in budget book.

Training:

- Salary Model system training will be provided on an "as-requested" basis as in prior years.
- Training materials for the new budget upload process will be available at budget kick-off. Hands-on training for the new budget upload process will be provided Jan 9-11.
- Hands-on training for new D-Pages will be provided 2/6-2/8.

B Item to BOS as part of Budget Update Plan