

ATTACHMENT B

FISCAL YEARS 2017-19 BUDGET DEVELOPMENT CALENDAR

OCTOBER 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					

- 18-21 1st Qtr ORMs
 31 General Revenues Assumptions due to CEO

NOVEMBER 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			

- 3 Docket 1st Qtr. Budget Update
 15 1st Qtr. Budget Update
 16 ISF Rates due to CEO
 30 Docket Fiscal Outlook Report (FOR), Budget Calendar, & Budget Policies

DECEMBER 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

- 7 Budget & 5-Yr Forecast Kick-Off
 13 FOR, Budget Calendar, & Budget Policies
 15 Pay Period 25 Salary Model released

Fiscal Re-Balancing teams and meetings to be established

JANUARY 2017						
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				

- 5 GFC Targets Issued
 12 Rates, Charges & Transfers Consensus Day
 CEO Distributes Budget Workshops presentation template
 17-20 2nd Qtr ORMs
 24 Budget Update
 26 Docket 2nd Qtr. Budget Update

FEBRUARY 2017						
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				

4	Holiday
1	Department activity
1	BOS item
1	CEO activity
1	Department Meetings
1	Auditor-Controller activity

- 3 Budget numbers loaded (all 5 years)
 7 Variance Analysis, Expansions & Service Level Impacts due
 7 2nd Qtr. Budget Update
 8-17 *CFO/CEO Budget Team Fiscal Review Meetings
 23 Fund Balances, Agency Funds, and Grants due. Position Change forms due to HR Analyst & CEO
 28 Gap Update to BOS

*Fiscal Review Meetings are new this year

MARCH 2017						
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	

- 1* 1st draft Financials, D-Pages, & Workshops presentation due
 8-24 Workshop Review Mtgs
 17 1st draft Section C due from A-C
 21 Preliminary Service Level Reductions presented to BOS
 15-31 2nd draft D-Pages & PowerPoints due 1 week after CEO meeting
 *Due to the CEO the Wed. of the week preceding your meeting.

APRIL 2017						
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						

- 6 Docket Budget Workshops materials
 10-14 3rd Qtr ORMs as needed
 17,19,21 Budget Workshops
 27 Final D-Pages due
 27 Docket CIP & 3rd Qtr. Budget Update

MAY 2017						
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			

- 1 Final Sections A- C & E- G due
 4 Docket Set Hearing BL
 5 Initial print-ready version of book to CEO
 9 CIP & 3rd Qtr. Budget Update
 10 CEO review of book due
 11 April MECs due
 12 **Operating Plan to Printer!**
 18 Distribute Op Plan
 19 Dept. Hearing materials & Pre-Hearing FBAs due
 26 Notice Budget Hearings

JUNE 2017						
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 Docket Hearing materials
 7 May MECs due
 12,14,16 Budget Hearings
 22 Post-Hearing FBAs due

Notes:

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