

FISCAL YEAR 2016 – 2017 BUDGET PREPARATION SCHEDULE
 (Dates and Times subject to change)

JAN	1/05	CIP and Major Maintenance Budget materials distributed.
FEB	2/02	CIP and Major Maintenance requests submitted to Budget Services. Forms must be signed by Department Director.
	2/22 - 2/26	CIP and Major Maintenance requests reviewed by County Manager.
	2/12	IGS PROVIDERS will finalize proposed charges. This includes communicating proposed charges to other IGS Providers. IGS PROVIDERS may load their charges at any time during February or submit charges to Budget Services (Anne Henkel) for upload to E1 by 2/29 .
	2/29	Account Budgeting " Actual thru 2/29 " cutoff date.
MAR	3/01 – 3/28	EnterpriseOne (E1) open for operating budget input of: <ul style="list-style-type: none"> • Estimated Expenses and Revenues for the remaining 7 mos. of FY15-16 • Proposed Expenses and Revenues for FY16-17.
	3/16	Positions Budgeting " Actual Thru 2/17 " cutoff date (Pay period ending 2/17 , check date 2/24).
	3/28	EnterpriseOne budget prep module will be closed to all departments at 5 p.m.
APR	4/01 - 5/10	County Manager meetings with departments for operating budgets
	4/05	Budget Workshop on FY16-17 CIP and Major Maintenance (1:30 p.m.)
MAY	5/17	Board Workshop on FY 16-17 Budget Outstanding Issues
JUN	6/01	Property Appraiser provides <u>estimated</u> assessed property values.
	6/07	Board Workshop on FY 16-17 Budget (First Draft) 1:30-2:30 Admin East Room 118
	6/21	Board Workshop on FY 16-17 Budget (Second Draft) 1:30-2:30 Admin East Room 118
JUL	7/01	Property Appraiser provides <u>preliminary</u> assessed property values.
AUG	8/02	Millage-setting Session (9:30 BOCC meeting). Completed DOR forms must be returned to Property Appraiser by 8/4 .
	8/16	Board Workshop on FY 16-17 Budget (Third Draft)
SEP	8/30 (if needed)	Board Workshop on FY 16-17 Budget (Final Draft) 1:30-2:30 Commission Chambers
	9/06	1st Public Hearing (Tuesday 5:05 p.m.)
	9/20	2nd Public Hearing (Tuesday 5:05 p.m.) Subject to School Board public hearing – on 9/13/16 .