

FISCAL YEAR 2015 – 2016 BUDGET PREPARATION SCHEDULE
(Dates and Times subject to change)

JAN	1/06	CIP and Major Maintenance Budget materials distributed.
FEB	2/03	CIP and Major Maintenance requests submitted to Budget Services. Forms must be signed by Department Director.
	2/23 - 2/27	CIP and Major Maintenance requests reviewed by County Manager.
	2/27	IGS PROVIDERS will finalize proposed charges. This includes communicating proposed charges to other IGS Providers.
MAR	3/01 – 3/23	IGS PROVIDERS may load their charges at any time during March or submit charges to Budget Services (Reg Kantor) for upload to E1 by 3/23.
	3/18	Positions Budgeting "Actual Thru 3/18" cutoff date (Pay period ending 3/18, check date 3/25).
	3/31	Account Budgeting "Actual Thru cutoff 3/31".
	4/07	Budget Workshop on FY15-16 (1:30 p.m.)
APR	4/02 - 5/04	EnterpriseOne (E1) open for operating budget input of: <ul style="list-style-type: none">• Estimated Expenses and Revenues for the remaining 6 mos. of FY14-15• Proposed Expenses and Revenues for FY15-16.
MAY	5/04	EnterpriseOne budget prep module will be closed to all departments at 5 p.m.
	5/14 - 5/20	County Manager meetings with departments for operating budgets.
	5/19	Board Workshop on FY 15-16 Budget
JUN	6/01	Property Appraiser provides <u>estimated</u> assessed property values.
	6/02	Board Workshop on FY 15-16 Budget (First Draft) 1:30-2:30 Admin East Room 118
	6/16	Board Workshop on FY 15-16 Budget (Second Draft) 1:30-2:30 Admin East Room 118
JUL	7/01	Property Appraiser provides <u>preliminary</u> assessed property values.
AUG	8/04	Millage-setting Session (9:30 Special meeting). Completed DOR forms must be returned to Property Appraiser by 8/4.
	8/18	Board Workshop on FY 15-16 Budget (Final Draft)
SEP	9/01	Board Workshop on FY 15-16 Budget (Final Draft) 1:30-2:30 Commission Chambers
	9/09	1st Public Hearing (5:05 p.m.)
	9/15	2nd Public Hearing (5:05 p.m.) Subject to School Board public hearing – on 9/08/15.