FY 14/15 Calendar for Preliminary and Final Budget Adoption

Activity	Timing
Finance rolls FY 13/14 final amended budgets over as the FY 14/15 preliminary budget after first removing one-time expenditures. Budget rollover is updated with one-time expenditures anticipated to occur prior to final budget adoption.	April
Auditor prepares: • Department instructions explaining roll-over procedures and scope of changes • Updates salary and benefit accounts	April
Finance trains departments on how to use the Site-Based Budgeting module of our accounting system	April
Audit and Finance Committee meeting	April 29
Budget system online goes live for budget entry. Departments make corrections in roll-over budget by accessing site-based budgeting module and making changes directly in the system on or before May 16	May 1
Finance compiles preliminary budget reports and forms	May 19
Preliminary budget document ready for agenda review and made available to Board Members, Departments and Public when agenda is released	June 10
Board of Supervisors meeting – Board considers adoption of preliminary budget	June 17
Begin efforts to prepare 3 to 5 year capital improvement plan and budget	May – June
Finance: • Finalize revenue projections, • Update salary and benefit accounts • Estimate structural deficit/surplus and develop strategy for balanced budget • Estimate available carryover amount • Document assumptions and economic	July
Finance prepares: • Departmental budget templates • Instructions and budget message • Schedule of departmental meetings	July
Audit and Finance Committee meeting	July 29

FY 14/15 Calendar for Preliminary and Final Budget Adoption

Activity	Timing
Budget workshop for Board of Supervisors: • Budget policies and guidelines • Budget process • Framework for Alpine County budget policies • Identify goals and priorities that align with strategic plan	TBD
Board of Supervisors formally adopts budget policies and guidelines. Board also communicates goals and priorities.	TBD
Finance holds meeting with department heads and fiscal staff to kick-off final budget preparation. Communicate expectations.	Aug 1
Department receives: • Departmental budget template • On-line budget system available • Budget instructions	Aug 4
Departments make corrections and updates by accessing site-based budgeting module and making changes directly in the system. Departments submit budget templates back to finance on or before August 18.	Aug 18
One-on-one meetings with Department Heads and Fiscal staff	Aug 20 and 21
Finance balances projected revenues with proposed expenditures. Budgets are finalized. Finance compiles final budget for publishing	Aug 20 – Sept 4
Finance presents overview of FY 14/15 budget with comparison to past results and trends. Opportunity for department heads to address the board concerning budgetary matters.	Sept 2
Publish notice that the budget is available and to announce public hearings. Distribute published budget to known participants.	Sept 5
Open public hearing. Opportunity for public comments concerning final budget. Begin review of budgets with Board. Continue public hearing to Sept. 17	Sept 16
Continue public hearing. Conclude review of budgets with Board. Board of Supervisors considers adoption of final budget	Sept 17
Final Budget must be approved by Board of Supervisors no later than	Oct 2

FY 14/15 BUDGET CALENDAR	APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER				OCTOBER			
Finance initiates FY 14/15 roll-over budget																												
Budget system online goes live for budget entry. Departments make corrections.																												
Finance compiles preliminary budget reports and forms																												
Preliminary budget document released																												
Board of Supervisors considers adopotion of preliminary budget																												
Begin efforts to prepare 3 to 5 year capital improvement plan and budget																												
Finance initiates preparation of FY 14/15 recommended budget																												
Budget workshop and adoption of budget policies																												
Departments prepare FY 14/15 proposed budgets																												
Finance finalizes FY 14/15 recommended budget																												
FY 14/15 recommended budget released																												
Public hearings and adoption																												

Preliminary Budget
Final Budget
Capital Improvement Budget