

**MASTER  
BUDGET CALENDAR  
Fiscal Year 2017-18**

- Nov 15** 210 reports available on-line for Department review and update
- Nov 18** Budget Discussion with Department Heads
- Dec 12** 210 reports due back to Karen Feathers (CAO office)
- Dec 15** Budget Workshop for Budget Staff (8:30am, Planning Commission Room)  
- Budget Instructions & Forms Available
- Jan 16** BPREP Open for Department budget entry
- Jan 20** Mid-year information due to CAO
- Feb 20** Personnel, IT & Capital requests due to CAO
- Feb 28** Mid-Year report presented to the Board
- Mar 06** Completed Department budget packages due to the CAO by 5:00 p.m.  
The BPREP system will be closed to Departments for budget entry.
- Week of  
Mar 20** CAO budget meetings with Departments
- Week of  
Mar 27** Functional Group budget meetings – Budget Requests & Major Issues
- April 19** Budget Special Board Meetings. Will carry over to 4/21 if necessary.
- May 26** Recommended Budget available
- June 20** Board approval of Recommended Budget
- June 30** Recommended Budget Interfaced into FAMIS
- Aug 18** Tentative – Books close for FY 2017-18 – BPREP open for Addenda changes. These changes will be limited to adjustments to fund balance.
- Sep 11** Budget Hearings begin. Will carry over to 9/13 if necessary.
- Sep 26** Adoption of Budget Resolution
- Sep 29** Adopted Budget interfaced into FAMIS