

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

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<b>Nov 15</b>	210 reports available on-line for Department review and update
<b>Nov 18</b>	Budget Discussion with Department Heads
<b>Dec 12</b>	210 reports due back to Karen Feathers (CAO office)
<b>Dec 15</b>	Budget Workshop for Budget Staff (8:30am, Planning Commission Room) - Budget Instructions & Forms Available
<b>Jan 16</b>	BPREP Open for Department budget entry
<b>Jan 20</b>	Mid-year information due to CAO
<b>Feb 20</b>	Personnel, IT & Capital requests due to CAO
<b>Feb 28</b>	Mid-Year report presented to the Board
<b>Mar 06</b>	Completed Department budget packages due to the CAO by 5:00 p.m. The BPREP system will be closed to Departments for budget entry.
<b>Week of Mar 20</b>	CAO budget meetings with Departments
<b>Week of Mar 27</b>	Functional Group budget meetings – Budget Requests & Major Issues
<b>April 24</b>	Budget Special Board Meetings. Will carry over to 4/26 if necessary.
<b>May 26</b>	Recommended Budget available
<b>June 20</b>	Board approval of Recommended Budget
<b>June 30</b>	Recommended Budget Interfaced into FAMIS
<b>Aug 18</b>	Tentative – Books close for FY 2017-18 – BPREP open for Addenda changes. These changes will be limited to adjustments to fund balance.
<b>Sep 11</b>	Budget Hearings begin. Will carry over to 9/13 if necessary.
<b>Sep 26</b>	Adoption of Budget Resolution
<b>Sep 29</b>	Adopted Budget interfaced into FAMIS