## BUDGET CALENDAR

### FISCAL YEAR 2016-17

|  |  |  |  |
| --- | --- | --- | --- |
| Item/Action | Programs | Programs | General |
|  | Instructional | Non-Instructional | Activities |
| Governor's Budget Proposal |  |  | January 8 |
| Distribute 2016-17 budget and long term budget projection requests. | January 11  | January 11  |  |
| Department heads meet with appropriate Assoc. Supt. to discuss proposed changes from prior year (if applicable). Written approval from the appropriate Assoc. Supt. must accompany requests for staffing increases. | January 12 - February 19  | January 12 - March 18 |  |
| Deadline for submitting 2016-17 budget requests to the Budget & Accounting Mgr. | January 29 | March 2 |  |
| Deadline for submitting 3 year plan for projections that are significant. | January 29 | March 2 |  |
| Business Office staff meets with budget managers to review 2015-16 estimates. | January 12 - February 19  | January 12 - March 18 |  |
| Preliminary budget projections returned to department heads for review.  | March 4 | April 1 |  |
| Corrections/revision required prior to Budget Study Session due to the Budget & Accounting Manager | March 18 | April 15 |  |
| Narrative of significant changes from prior year due from department heads - for inclusion in Board packet. | March 18 | April 15 |  |
| Send completed Budget to Print Shopand County Board’s Budget Consultant. | April 1 | N/A |  |
| Preliminary budget study session packets provided to department heads. | April 8 | N/A |  |
| **Board Budget Study Session** | **April 15** | **N/A** |  |
| Final preliminary budgets to printing. | April 29 | April 29 |  |
| Final preliminary budgets (preliminary plus changes) to department heads, Board and Board's budget consultant. | May 6 | May 6 |  |
| Governor's May Revise Published |  |  | May 13 |
| **Board Budget Study Session (FINAL)** | **May 18** | **May 18** |  |
| Begin preparation of state reports. | May 19 | May 19 |  |
| **Update to the Board on Governor's May Revise** |  |  | May 23 |
| All changes to the preliminary budget due to the Budget & Accounting Mgr. | May 26 | May 26 |  |
| Post notice of Public Hearing for 2016-17 Budget and LCAP | June 17 |  June 17  |  |
| Deliver recommended budgets to Cabinet and Superintendent for Board agenda. | June 17 | June 17 |  |
| **Public Hearing for 2016-17 Budget and LCAP** | **June 20** |  **June 20** |  |
| Approval of LCAP, budget and Standards and Criteria checklist. | June 27 | June 27 |  |
| File adopted budget with the State Dept. of Education | June 28 | June 28 |  |