

2005-06 BUDGET PROCESS SCHEDULE

Event	Time
Develop Major Budget Assumptions/Personnel Costs/Allocated Costs	November/December 2004
Midyear Budget Update	February 1, 2005, Tuesday
Distribute Budget Materials and Instructions	February 4, 2005, Friday
Deadline for Release of Department Allocations	February 7, 2005, Monday
Facility Acquisition or Improvement Request (Form 330)	February 18, 2005, Friday
<p>Base Funded Allocation Budgets due to CEO from the following funds (Numbers entered into SCBDA):</p> <ul style="list-style-type: none"> • General Fund (001) • Court Operations (003) • Capital Construction (007) • Tobacco Litigation Settlement (008) • Transient-Occupancy Tax (TOT) (015) • Building Inspection (021) 	March 4, 2005, Friday
<p>“Anticipated Results/Impacts” budget statements and Performance Measures due to CEO from the following funds:</p> <ul style="list-style-type: none"> • General Fund (001) • Court Operations (003) • Capital Construction (007) • Tobacco Litigation Settlement (008) • Transient-Occupancy Tax (TOT) (015) • Building Inspection (021) 	March 11, 2005, Friday
<p>All Other Funds Base Budgets due to CEO</p> <ul style="list-style-type: none"> • Enterprise • Governmental • Internal Services • Special Districts 	March 11, 2005, Friday
Analysis by CEO Analysts of Base Funded Allocation Budget Submittals	March 4, 2005 to March 18, 2005
CEO Determination of Base Funded Recommendations	March 18, 2005 to April 1, 2005

2005-06 BUDGET PROCESS SCHEDULE

Event	Time
Preparation of Proposed Budget Materials	March 18, 2005 to April 15, 2005
Recommended Proposed Budget Available	May 2, 2005, Monday
Proposed Budget Hearings --Budget Overview and Determination of Base Funded Budget.	May 11, 2005, Wednesday 2:00 p.m. May 12, 2005, Thursday, 9:30 a.m.
Implement Adopted Proposed Budget	July 1, 2005, Friday
Final Budget Request Changes from Departments	July 15, 2005, Friday
Requests for Additional (Growth) Funding due.	July 15, 2005, Friday
Analysis by CEO Analysts of Final Budget Requests	July 15, 2005 to July 22, 2005
CEO Determination of Revised Base Funded Allocations Recommendations (if necessary)	July 15, 2005 to July 29, 2005
Recommended Final Budget Released	August 30, 2005, Tuesday
Final Budget Hearing-Final Budget (overview of changes to Proposed Budget) plus reductions, including but not limited to program/service reductions (if necessary).	September 8, 2005, Thursday, 9:30 a.m. September 13, 2005, Tuesday, 2:00 p.m. September 14, 2005, Wednesday, 2:00 p.m. September 15, 2005, Thursday, 9:30 a.m. September 16, 2005, Friday, 9:30 a.m. (half day, if necessary)
Adoption of Budget Resolution By Board of Supervisors prepared by Dept. of Finance-Auditor/Controller Division staff	September 16, 2005, Friday, 9:30 a.m.