

2006-07 BUDGET PROCESS SCHEDULE

Event	Time
Develop Major Budget Assumptions/Personnel Costs/Allocated Costs	November/December 2005
Midyear Budget Update	January 31, 2006, Tuesday
Information Sharing Session: Distribute Budget Materials and Instructions	February 3, 2006, Friday
Deadline for Release of Department Allocations	February 6, 2006, Monday
Facility Acquisition or Improvement Request (Form 330)	February 17, 2006, Friday
Base Funded Allocation Budgets due to CEO from the following funds (Numbers entered into SCBDA): <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 3, 2006, Friday
“Anticipated Results/Impacts” budget statements and Performance Measures due to CEO from the following funds: <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 10, 2006, Friday
<u>All Other Funds</u> Base Budgets due to CEO <ul style="list-style-type: none"> • Enterprise • Governmental • Internal Services • Special Districts 	March 10, 2006, Friday
Analysis by CEO Analysts of Base Funded Allocation Budget Submittals	March 3, 2006 to March 17, 2006
CEO Determination of Base Funded Recommendations	March 19, 2006 to March 31, 2006

2006-07 BUDGET PROCESS SCHEDULE

Event	Time
Preparation of Proposed Budget Materials	March 19, 2006 to April 14, 2006
Recommended Proposed Budget Available	April 28, 2006, Friday
Proposed Budget Hearings --Budget Overview and Determination of Base Funded Budget.	May 10, 2006, Wednesday 2:00 p.m.
Final Budget Request Changes from Departments	June 16, 2006, Friday
Requests for Additional (Growth) Funding due	June 16, 2006, Friday
Implement Adopted Proposed Budget	July 1, 2006
Analysis by CEO Analysts of Final Budget Requests	June 16, 2006 to July 21, 2006
CEO Determination of Revised Base Funded Allocations Recommendations (if necessary)	June 16, 2006 to July 31, 2006
Recommended Final Budget Released	August 25, 2006, Friday
Final Budget Hearing-Final Budget (overview of changes to Proposed Budget) plus reductions, including but not limited to program/service reductions (if necessary).	September 6, 2006, Wednesday, 9:30 a.m. September 7, 2006, Thursday, 9:30 a.m. September 14, 2006, Thursday, 9:30 a.m. September 15, 2006, Friday, 9:30 a.m. (if necessary)
Adoption of Budget Resolution By Board of Supervisors prepared by Dept. of Finance-Auditor/Controller Division staff	September 26, 2006, Tuesday, 9:30 a.m.