

**Budget Office Tasks Calendar**  
**Dates are Subject to Change During the Process**  
**Last Updated: November 3, 2015**

FY16 Tasks/Items  
FY17 Tasks/Items

Tuesday 2/15/16	Send out request for FY17 General Fund Mandatories; due back 3/7/16.
November-early May	Develop information and begin preparing FY17 Proposed Budget document. Send P&G "standard" items such as covers, dividers, glossary, org chart, etc. as early as possible so they can get a head start on printing.
<b>Monday 3/11/16</b>	<p><b>Departments:</b> Last day to submit information for FY17 Proposed Budget for the following types of items: new/changed fee requests, changing where something is budgeted (FOAPs) within your existing Budget, new or changed programs over the past year that should be reflected in the document, if you plan on using any of your accumulated Fund Balance to make a large non-routine purchase during FY17 (non-111100 funds only).</p> <p>Note that this is the due date. If you need Budget Office assistance to help you prepare information you should contact us during January and February.</p> <p>Any items such as new/increased fees must have already been through existing approval processes before they are submitted to the Budget Office – this may take you several days so don't leave it until the last minute. If you have any questions contact the Budget Office well before the due date of March 11.</p>
Monday 3/31/16	FY17 OPE rates set; review and establishment of part-time budgets completed; vacancy plans finalized.
4/1-28/16	<p>Final balancing of almost 300 subfunds and staff review of FY17 Proposed Budget Document.</p> <p>Provide President and Vice Presidents with draft of FY17 Proposed Budget Document for final review; Budget Office will need time to incorporate any changes prior to submitting to Printing &amp; Graphics on 4/29/16.</p>
Friday 4/29/16	Submit any remaining pages to Printing & Graphics for return to the Budget Office by Monday 5/5/16.
Friday 4/29/16	<p>(1) 12:00 Noon - LAST day to submit the FY17 Proposed Budget legal notice to the Register Guard (Friday deadlines) for the 5/11/16 Budget Committee meeting (publish 5-30 days out; once by newspaper &amp; on web address,) (the 4/29 date means it would run 5/4/16) (This notice does not require any budget numbers be included).</p> <p>(2) Last day for decisions that change the FY17 Proposed Budget Document.</p> <p>(3) FY16 Capital Outlay Requests due for review and decision.</p>
Thursday 5/5/16	Begin analyzing and preparing information for the FY16 year-end budget transfer resolution; this will need to be finalized to meet the 5/27/16 legal

	filing deadline and will need Board action during the 6/8/16 Board meeting.
5/5-10/16	Prepare documents and other information for the 5/11/16 Budget Committee meeting.
<b>Wednesday 5/11/16</b>	<b>Budget Committee Meeting, 5:00 pm FY17 Proposed Budget – Budget Message and document distributed if not done earlier (Board Meeting at 6:30 pm)</b>
	Publish the FY17 Proposed Budget document on the Budget Office website (this publication must not happen before the Budget Committee receives the FY17 Proposed Budget Document so if we distribute the document earlier, we can put on the website earlier).
5/12-18/16	Budget Office prepares any follow-up items from Budget Committee meeting, if necessary.
Monday 5/23/16	Last day for any changes for the FY16 year-end Budget Resolution.
<b>Wednesday 5/18/16</b>	<b>Budget Committee Meeting, 5:30 pm Public Comment Accepted</b>
5/19-25/16	Budget Office prepares any follow-up items from Budget Committee meeting, if necessary.
<b>Wednesday 5/25/16</b>	<b>Budget Committee Meeting, 5:30 pm (if necessary) Public Comment Accepted</b>
Thursday 5/26/16	Budget Office updates information as needed and prepares legal publication (this contains the numbers for the entire Budget) Note: only one day available to complete this task.
Friday 5/27/16	12:00 Noon - LAST day to submit the FY17 Approved Budget and FY16 Budget Year-End Resolution legal notice to the Register Guard (5/27 date means it would run 6/1).
<b>Wednesday 6/8/16</b>	<b>Board Meeting, including Public Hearings, 6:30 pm (1) FY17 – public hearing and adoption, appropriate funds, levy taxes (2) FY16 - public comment, adoption Year-End Transfer Resolution</b>
6/9 – 7/31	(1) Begin work on FY17 Adopted Budget Document. (2) Begin work needed to load FY17 Budget to Banner (position budget first, then balancing and posting of remainder of budget) July 31 deadline.
Friday 7/15/16	FY17 levy certification sent to County Assessors by July 15.
June – August 2016	Complete FY17 Adopted Budget Document; send to appropriate agencies as required under ORS (due September 30 <sup>th</sup> .) Prepare submission paperwork and submit FY17 document to GFOA (due to GFOA 90 days after submission to governing body).