



REGIONAL PARK AND OPEN SPACE DISTRICT

Budget Calendar

2014

S M T W T F S

July

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

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31						

September

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October

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November

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December

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28	29	30	31			

SEPTEMBER

8 FY14-15 Budget Workshop at Board of Supervisors
9 FY14-15 FINAL Budget Adopted by Board of Supervisors

OCTOBER

6 FY14-15 Q1 Budget Reports due to Executive Office

NOVEMBER

4 FY14-15 Q1 Budget Reports to Board of Supervisors
18 FY15-16 DISTRICT BUDGET KICKOFF MEETING

DECEMBER

19 FY15-16 Preliminary payroll projections to Executive Office

JANUARY

9 CIP Requests due from Staff to Chiefs
12 FY14-15 Q2 Budget Reports due to Executive Office
16 FY15-16 CIP Projection due to Finance from Planning
22 Distribute budget workbooks to supervisors and managers
27 FY15-16 Internal Service Rates approved by BOS
29 FY15-16 Executive Office Budget Kickoff Meeting
29 B.A.S.E. system live - available for FY15-16 budget entry

FEBRUARY

3 FY15-16 Budget Guidelines adopted by BOS
10 FY14-15 Q2 Budget Reports to Board of Supervisors
20 FY15-16 Budget workbooks due from Staff to Finance
23 FY15-16 Budget Request Consolidation to Bureau Chiefs
26 FY15-16 Bureau Chiefs' adjustments due to Finance

MARCH

3 FY15-16 Preliminary Budget Request to Director
3-5 Director's Budget review meetings (as needed)
11-13 Input Final FY15-16 Budget Request into BASE
13 FY15-16 Budget due from Finance to Executive Office

APRIL

6 FY14-15 Q3 Budget Reports to Executive Office

MAY

5 FY14-15 Q3 Budget Reports to Board of Supervisors

JUNE

9 FY15-16 Recommended Budget available

2015

S M T W T F S

January

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February

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March

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29	30	31					

April

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May

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June

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