



REGIONAL PARK AND OPEN SPACE DISTRICT

Budget Calendar

2012

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						
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

September						
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30						

October						
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

November						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY

12 FY12-13 Budget Hearings at Board of Supervisors

AUGUST

10 Final FY12-13 Budget Adopted by Board of Supervisors

SEPTEMBER

OCTOBER

9 FY12-13 Q1 Budget Reports due to Executive Office

29 CIP project review, reporting design

NOVEMBER

9 FY12-13 Q1 Budget Reports to Board of Supervisors

DECEMBER

20 Preliminary payroll projections to EO

JANUARY

14 FY12-13 Q2 Budget Reports due to Executive Office

29 Internal Service Rates approved by BOS

31 Executive Office FY13-14 Budget Kickoff Meeting

31 B.A.S.E. system live - available for budget entry

31 Revenue Projections complete

31 Budget Workbook/instructions design complete

FEBRUARY

4 Distribute budget workbooks to supervisors and managers

6 Budget Guidelines adopted by BOS

19 Budget workbooks due to Finance

19 2-year CIP Projection due from Planning

22 Finalize overhead allocations

22 Finalize Operational Budget Request Consolidation

25 Bureau Chiefs Review of Preliminary Budget Request

MARCH

1 Incorporate Bureau Chief adjustments

1 Director's review of Preliminary Budget Request

4-8 Budget review meetings (as needed)

11 Input Final FY13-14 Budget Request into BASE

14 FY13-14 Budget due to Executive Office

APRIL

3-4 Budget Impact Workshops (if needed)

8 FY12-13 Q3 Budget Reports to Executive Office

MAY

JUNE

10 FY13-14 Recommended Budget available

17 FY13-14 Recommended Budget Adopted by BOS

17 Last day to submit CTR/PAN requests to HR

20 FY13-14 ABP Forms due to EO

2013

S M T W T F S

January						
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February						
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						2
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March						
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31						

April						
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May						
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June						
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