

2007-08 BUDGET PROCESS SCHEDULE

Event	Time
Develop Major Budget Assumptions/Personnel Costs/Allocated Costs	November/December 2006
2006-07 Midyear Budget Update	January 30, 2007, Tuesday
Information Sharing Session: Distribute Budget Materials and Instructions	February 2, 2007, Friday
Deadline for Release of Department Allocations	February 5, 2007, Monday
Facility Acquisition or Improvement Request (Form 330)	February 16, 2007, 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 2, 2007, Friday
“ Anticipated Results/Impacts ” budget statements, with Strategic Objectives identified for all funds and budget units 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 9, 2007, Friday
<u>All Other Funds</u> Base Budgets due to CEO along with their “ Anticipated Results/Impacts ” budget statements, with Strategic Objectives identified from all funds and budget units due to CEO: <ul style="list-style-type: none"> • Enterprise • Governmental • Internal Services • Special Districts 	March 9, 2007, Friday

2007-08 BUDGET PROCESS SCHEDULE

Event	Time
Analysis by CEO Analysts of Base Funded Allocation Budget Submittals	March 2, 2007 to March 16, 2007
CEO Determination of Base Funded Recommendations	March 17, 2007 to March 30, 2007
Preparation of Proposed Budget Materials	March 17, 2007 to April 13, 2007
Recommended Proposed Budget Available	May 4, 2007, Friday
<u>Proposed Budget Hearings</u> --Budget Overview and Determination of Base Funded Budget.	May 16, 2007, Wednesday 9:30 a.m. May 17, 2007, Thursday 9:30 a.m. May 18, 2007, Friday 9:30 a.m.
Performance Measures from Departments due to CEO	June 15, 2007, Friday
Final Budget Request Changes from Departments	June 15, 2007, Friday
Requests for Additional (Growth) Funding due	June 15, 2007, Friday
Implement Adopted Proposed Budget	July 1, 2007
Analysis by CEO Analysts of Final Budget Requests	June 15, 2007 to July 20, 2007
CEO Determination of Revised Base Funded Allocations Recommendations (if necessary)	June 15, 2007 to July 31, 2007
Recommended Final Budget Released	August 24, 2007, Friday
Final Budget Hearings-Final Budget (overview of changes to Proposed Budget) plus reductions, including but not limited to program/service reductions (if necessary).	September 5, 2007, Wednesday, 9:30 a.m. September 6, 2007, Thursday, 9:30 a.m. September 13, 2007, Thursday, 9:30 a.m. September 14, 2007, Friday, 9:30 a.m. (if necessary)
Adoption of Budget Resolutions By Board of Supervisors prepared by Dept. of Finance-Auditor/Controller Division staff	September 25, 2007, Tuesday, 9:30 a.m.