

**COUNTY OF IMPERIAL
FISCAL YEAR 2016-2017
BUDGET CALENDAR**

BUDGET PROCESS DESCRIPTION	ASSIGNED	DEADLINES	COMPLETION DATE
Budget Calendar to Board of Supervisors	CEO	2/9/2016	
Final deadline for submission of Budget packages to CEO	Depts.	3/11/2016	
Position Requests to Human Resources	CEO	3/11/2016	
Analysts schedule review dates with Departments	CEO	3/25/2016	
Recommendations on Budget to Departments includes Augmentations	CEO	No later than 4/15/2016	
Salary & Benefit worksheets checked for accuracy, and returned to CEO budget staff for budget analysis.	HR	4/22/2016	
Provide updated Position Allocation List, including under hires, vacant and filled positions to CEO.	HR	4/22/2016	
Position Allocation List prepared as of 06/30/2016	HR	5/6/2016	
Final deadline for submission of Analysts' recommendations for reconciliation of Budget for data entry	CEO	5/20/2016	
Deadline for tabulation of Budget	CEO	5/27/2016	
Staff compiles/completes and prepares Proposed Budget for presentation to BOS	CEO	6/10/2016	
Proposed budget schedules for budget books from Auditor	Auditor	6/17/2016	
Proposed budget document and required statement copies available to the general public	CEO	6/17/2016	
Presentation of Budget Tabulation to BOS & adoption (Ref. Code 29064)	CEO	6/23/2016	
Deadline for submission of Encumbrance Forms	Departments	6/24/2016	
Presentation by CEO for Adoption of Budget (Ref. Code 29064)	CEO	6/28/2016	
Resolution adopting FY 2016-2017 Final Budget and Salary Resolution	Clerk of the Board	6/28/2016	
Cancellation of "A: Purchase Orders	Procurement	7/8/2016	
Closing of FY 2015-2016 books	Auditor	7/22/2016	
Analysis of Funding Availability for Final Budget	CEO	7/22/2016	
Set County Tax Rate (Ref. Code 29100)	Auditor	9/8/2016	
Completion of Gann Limit calculations	Auditor	10/7/2016	
Final Budget submitted to State Controller (Ref. Code 29100.6)	Auditor	10/31/2016	