

**COUNTY OF IMPERIAL  
FISCAL YEAR 2015-2016  
BUDGET CALENDAR**

APPENDIX A

<b>BUDGET PROCESS DESCRIPTION</b>	<b>ASSIGNED</b>	<b>DEADLINES</b>	<b>COMPLETION DATE</b>
Budget Calendar to Board of Supervisors	CEO	2/10/15	
Final deadline for submission of Budget packages to CEO	Depts.	3/27/15	
Analysts schedule review dates with Departments	CEO	4/17/15	
CEO distributes position allocation documentation to Human Resources	CEO	As completed	
Recommendations on Position Allocations to Human Resources	CEO	4/17/15	
Salary & Benefit worksheets checked for accuracy, and returned to CEO budget staff for budget analysis.	HR	5/8/15	
Provide updated Position Allocation List, including under hires, vacant and filled positions to CEO	HR	4/17/15	
Recommendations on Proposed Budget to Auditor & Depts.	CEO	No later than 4/24/15	
Last date for submission of Budget Augmentations	CEO	5/8/15	
Position Allocation List prepared as of 06/30/15	HR	5/8/15	
Final deadline for submission of Analysts' recommendations for reconciliation of Proposed Budget for data entry	CEO	5/22/15	
Deadline for tabulation of Proposed Budget	CEO	05/29/2015	
Staff compiles/completes and prepares Proposed Budget for presentation to BOS	CEO	6/12/15	
Proposed budget schedules for budget books from Auditor	Auditor	6/18/15	
Presentation of Proposed Budget Tabulation to BOS & adoption (Ref. Code 29064)	CEO	6/23/15	
Deadline for submitting Budget adjustment requests to CEO for consideration at Budget hearings	CEO Staff/Depts.	6/26/15	
Deadline for submission of Encumbrance Forms	Departments	6/26/15	
Staff provides documentation for hearings	CEO	7/10/15	
Proposed budget document and required statement copies available to the general public	CEO	7/17/15	
Publish notice of Final Budget hearings (Reference Code 29080)	CEO	7/10/15	
Cancellation of "A: Purchase Orders	Procurement	7/10/15	
Closing of FY 2014-2015 books	Auditor	7/23/15	
Final Budget hearings begin (Ref. Code 29080) (Begin 7/28/2015 and End 8/7/2015)	BOS	7/28/15	
Tabulation of Final Budget begins	CEO	8/6/15	
Presentation by CEO of Proposal to Balance the Budget	CEO	8/11/15	
Resolution adopting FY 2015-2016 Final Budget and Salary Resolution	Clerk of the Board	8/11/15	
Set County Tax Rate (Ref. Code 29100)	Auditor	9/8/15	
Completion of Gann Limit calculations	Auditor	10/9/15	
Final Budget submitted to State Controller (Ref. Code 29100.6)	Auditor	10/30/15	