

Budget Office Calendar
Dates are Subject to Change During the Process

Last updated: January 9, 2015

FY15 Tasks/Items

FY16 Tasks/Items

Tuesday 2/17/15	Send out request for FY16 Mandatories; due back to Budget 3/2/15
November-early May	Develop information and begin preparing FY16 Proposed Budget document
Monday 3/9/15	FY16 OPE rates set
Tuesday 3/31/15	Vacancy plans finalized
Monday 3/16/15	Last day fee requests to include in FY16 Proposed Budget can be accepted by the Budget Office
Monday 3/16/15	Review and establish part-time budgets
4/20-26/15	Final balancing and staff review of FY16 Proposed Budget Document Provide President with draft of FY16 Proposed Budget Document for final review
Friday 5/1/15	(1)12:00 Noon - LAST day to submit the FY16 Proposed Budget legal notice to the Register Guard (Friday deadlines) for the 5/13/15 Budget Committee (2) Last day for Administration decisions that change the FY16 Proposed Budget Document
Monday 5/4/15	Submit any remaining pages to Printing & Graphics for return to the Budget Office by Friday 5/8/15
Wednesday 5/6/15	Begin analyzing and preparing information for the FY15 year-end budget resolution; for Board action during their 6/10/15 meeting
Friday 5/8/15	FY16 Proposed Document returned from Printing & Graphics
5/8-12/15	Prepare documents and other information for the 5/13/15 Budget Committee meeting
Wednesday 5/13/15	Budget Committee Meeting, 5:00 pm FY16 Proposed Budget – Budget Message and discussion (Board Meeting at 6:30 pm) Publish the FY16 Proposed Budget document on the Budget Office website (this publication must not happen before the Budget Committee receives the FY16 Proposed Budget)
5/14-19/15	Budget Office prepares any follow-up items from Budget Committee meeting, if necessary
Tuesday 5/19/15	Last day for any changes for the FY15 year-end Budget Resolution
Wednesday 5/20/15	Budget Committee Meeting, 5:30 pm Public Comment Accepted

5/21-26/15	Budget Office prepares any follow-up items from Budget Committee meeting, if necessary
Wednesday 5/27/15	Budget Committee Meeting, 5:30 pm (if necessary) Public Comment Accepted
Thursday 5/28/15	Budget Office updates financial information as needed per ORS for publication in the Register Guard
Friday 5/29/15	12:00 Noon - Last day to submit the FY16 Approved Budget and FY15 Budget Year-End Resolution legal notice to the Register Guard
Wednesday 6/10/15	Board Meeting, including Public Hearings, 6:30 pm (1) FY16 – public hearing and adoption, appropriate funds, levy taxes (2) FY15 - public comment, adoption Year-End Transfer Resolution
Wednesday 7/1-31/15	Staff teams from Information Technology, Human Resources and Budget Office) begin work needed to load FY16 Budget to Banner(an updated position budget is loaded first, then re-balancing of all funds and posting of the remainder of each fund's budget) Begin work on preparing FY16 Adopted Budget document
Wednesday 7/15/15	FY16 levy certification sent to County Assessors by July 15
June – August 2015	Complete FY16 Adopted Budget Document; send to appropriate agencies as required under ORS (due September 30 th)