

Finance Calendar – as of August 2015

Tentative Date	Activity
August 14, 2015	5 Year CIP Instructions to Departments
September 14, 2015	Departments submit 5 Year CIP Information
Week of September 28, 2015	Fee Training
October 5, 2015	Fee Instructions to Departments. Fee database opened for Department input
October 5, 2015	Rate Instructions to Departments
October 23, 2015	Departments submit rate inventories
November 16, 2015	Asset Replacement instructions to departments
November/December 2015	Publication of 5 Year CIP document
December 7, 2015	Departments submit fee documents. Fee database closed to Departments.
December 7, 2015	Departments submit rate documents
December 18, 2015	Departments submit Asset Replacement Plans
January 5, 2016	2016-17 Funding Request instructions to Departments
January 15, 2016	Departments submit 2016-17 funding requests
March 1, 2016	2016-17 Fee Workbooks delivered to Board of Supervisors
March 3, 2016	Budget Training
March 7, 2016	Budget Prep System opened for Department input
March 11, 2016	Budget Instructions to Departments
March 15, 2016	2016-17 Fee Workshop
March 17, 2016	Budget Workbook Training
March 25, 2016	Budget Prep Closed to Departments
April 4, 2016	Budget Workbooks due from Departments
April 5, 2016	Fee Hearing
April 5, 2016	2016-17 Rates presented to Board for approval
April 19, 2016	Fee Adoption (Second Reading of Ordinance)
May 10, 2016	2016-17 Budget Workshop and Fiscal Overview
May 24, 2016	2016-17 Recommended Budget Books delivered to Board of Supervisors
June 14, 2016	Budget Hearing and Adoption of 2016-17 Budget
October 2016	Adopted Budget Book printed

Legend
5 Year CIP
Fees
Rates
Asset Replacement Plans
2016-17 Recommended Budget

