

2017 ADJUSTED BUDGET CALENDAR

April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12 Send out reminder of indirect cost data due date	13	14	15
16	17 2016 Trial Balance is available	18	19 Indirect cost data due to Mayor Finance from fiscal personnel	20	21	22
23	24 Deadline: Pre-June Interim Budget Adjustments Due to Mayor Finance	25	26	27	28	29

May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2 Interim Budget Adjustments approved at COW	3	4	5 Indirect Cost Allocation Plan draft distributed	6
7	8 ESR/OPEB exposure draft distributed	9 Meeting with fiscal managers to discuss Indirect Cost and ESR/OPEB drafts	10	11 Finalize Indirect Cost Allocation Plan and ESR/OPEB adjustments	12 • Budget forms available in BRASS • BRASS Training	13
14	15	16	17 Budget documents for June requests due to Mayor Finance	18	19	20
21	22	23	24	25	26 Deadline to complete Stage 1 BRASS entry	27
28	29 Memorial Day	30 • Finalize sales tax revenue projections • Final audited fund level fin stmts avail.	31 Rev Committee Mtg			

June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Certified Tax Rates might be available	6 Mayor's Revenue Update and Proposed Budget Adjustments	7	8	9	10 Ad/Notice of public hearing (5+ days prior)
11	12	13 Council Budget Workshop	14	15 Certified Tax Rates available per statute	16	17
18	19	20 Public Hearing Adopt '16 tax rates & Adjusted Budget	21	22	23	24