

2010-2011 BUDGET PREPARATON SCHEDULE

APPENDIX A3

EVENTS IN DATE SEQUENCE

DATE	DAY	EVENT	RESPONSIBLE PARTY	State Statute (if applicable)
1/5/2010	TUESDAY	BUDGET RESOLUTION AND DIRECTION	BOCC	
1/12/2010	TUESDAY	BEGIN BUDGET PREPARATION GUIDE	FIN DIR	
1/15/2010	FRIDAY	PREPARE PREBUDGET WORKSHEETS	FIN DIR	
1/22/2010	FRIDAY	ISSUE BUDGET PREPARATION GUIDE ELECTRONICALLY	FIN DIR	
1/27/2010	WEDNESDAY	BUDGET KICKOFF MEETING	FIN DIR	
1/27/2010	WEDNESDAY	ISSUE BUDGET GUIDE TO DEPARTMENTS	FIN DIR	
1/27/2010	WEDNESDAY	ISSUE PAYROLL PROJECTIONS TO DEPARTMENTS	H.R. DIR.	
1/27/2010	WEDNESDAY	ISSUE CURRENT YEAR EXPENSE SPREADSHEET	FIN DIR	
1/27/2010	WEDNESDAY	ISSUE CURRENT YEAR REVENUE SPREADSHEET	FIN DIR	
2/1/2010	MONDAY	SET UP NEW PRE-BUDGET FILE IN AS400	FIN DIR	
2/5/2010	FRIDAY	RETURN PERSONNEL ADJUSTMENT WORKSHEETS TO H.R.	DEPT. HEADS	
2/5/2010	FRIDAY	RETURN REVENUE SPREADSHEET TO FINANCE	DEPT. HEADS	
2/5/2010	FRIDAY	RETURN EXPENSE ADJUSTMENT WORKSHEETS TO FINANCE	DEPT. HEADS	
2/5/2010	FRIDAY	RETURN CAPITAL ADJUSTMENT WORKSHEETS TO FINANCE	DEPT. HEADS	
2/10/2010	WEDNESDAY	VALIDATE PERSONNEL ADJUSTMENT WORKSHEETS	H.R. DIR.	
2/10/2010	WEDNESDAY	VALIDATE REVENUE SPREADSHEET	FIN DIR	
2/10/2010	WEDNESDAY	VALIDATE EXPENSE ADJUSTMENT WORKSHEETS	FIN DIR	
2/10/2010	WEDNESDAY	VALIDATE CAPITAL ADJUSTMENT WORKSHEETS	FIN DIR	
2/22/2010	MONDAY	BEGIN DEPARTMENT REVIEWS	CO. MGR	
3/19/2010	FRIDAY	END DEPARTMENT REVIEWS	CO. MGR	
3/22/2010	MONDAY	BEGIN ENTERING PRELIMINARY CHANGES TO AS400 BUDGET	FIN DIR	
3/23/2010	TUESDAY	BEGIN PREPARING BUDGET PROPOSAL BOOK FOR BOCC	FIN DIR	
3/29/2010	MONDAY	FINALIZE BUDGET PROPOSAL BOOK	FIN DIR	
3/30/2010	TUESDAY	BUDGET PROPOSAL BOOK TO BOCC	FIN DIR	
4/6/2010	TUESDAY	PRESENT BUDGET TO BOCC	CO. MGR	
4/6/2010	TUESDAY	BUDGET HEARING #1	BOCC	
4/20/2010	MONDAY	BUDGET HEARING #2	BOCC	
4/26/2010	MONDAY	PREPARE FINAL PRELIMINARY BUDGET ADOPTION RESOLUTION	FIN DIR	
4/27/2010	TUESDAY	AGENDA DEADLINE TO SUBMIT BUDGET ADOPTION RESOLUTION	FIN DIR	
5/4/2010	TUESDAY	ADOPT PROPOSED 10-11 BUDGET	BOCC	
5/5/2010	WEDNESDAY	PREPARE BUDGET REPORT ON DFA FORMS	FIN DIR	
5/17/2010	MONDAY	FILE PROPOSED BUDGET WITH DFA (EXCEL FORMS)	FIN DIR	
5/17/2010	MONDAY	FILE PROPOSED BUDGET WITH DFA (DFA FORMS)	FIN DIR	
6/1/2010	TUESDAY	PROPOSED 10-11 BUDGET DUE TO DFA	FIN DIR	NMSA 6-6-2
6/7/2010	MONDAY	PREPARE FINAL BUDGET ADOPTION RESOLUTION	FIN DIR	
6/8/2010	TUESDAY	AGENDA DEADLINE TO SUBMIT FINAL BUDGET ADOPTION RESOLUTION	FIN DIR	
6/14/2010	MONDAY	POST FINAL CHANGES FROM DFA INTO AS400 ACCOUNTING SYSTEM	FIN DIR	
6/15/2010	TUESDAY	ADOPT FINAL 10-11 BUDGET (if received from DFA)	BOCC	
6/16/2010	WEDNESDAY	ROLL FINAL BUDGET INTO AS400 ACCOUNTING SYSTEM	FIN DIR	
6/30/2010	WEDNESDAY	POST ANY FINAL CHANGES TO ACCOUNTING SYSTEM	FIN DIR	
7/1/2010	THURSDAY	VERIFY NEW BUDGET	FIN DIR	
7/1/2010	THURSDAY	BEGIN NEW 10-11 BUDGET YEAR	FIN DIR	
7/31/2010	SATURDAY	FINAL BUDGET DUE TO DEPT OF FINANCE	FIN DIR	NMSA 6-6-2