

2012-2013 BUDGET PREPARATION SCHEDULE

EVENTS BY DATE SEQUENCE

APPENDIX A2

DATE	DAY	EVENT	RESPONSIBLE PARTY	STATE STATUTE (if applicable)
20-Dec-11	TUESDAY	BUDGET RESOLUTION AND DIRECTION	BOCC	
04-Jan-12	WEDNESDAY	BEGIN BUDGET PREPARATION GUIDE	FIN DIR	
13-Jan-12	FRIDAY	PREPARE PREBUDGET WORKSHEETS	FIN DIR	
27-Jan-12	FRIDAY	ISSUE BUDGET PREPARATION GUIDE ELECTRONICALLY	FIN DIR	
01-Feb-12	WEDNESDAY	BUDGET KICKOFF MEETING	FIN DIR	
01-Feb-12	WEDNESDAY	ISSUE BUDGET PREPARATION GUIDE TO DEPARTMENTS	FIN DIR	
01-Feb-12	WEDNESDAY	ISSUE CURRENT YEAR EXPENSE SPREADSHEET (W/O Sal & Bens)	FIN DIR	
01-Feb-12	WEDNESDAY	ISSUE CURRENT YEAR REVENUE SPREADSHEET	FIN DIR	
01-Feb-12	WEDNESDAY	DISCUSS EXPENSE & REVENUE WORKSHEETS WITH DEPARTMENTS	FIN DIR	
TBD	TBD	ISSUE PERSONNEL PROJECTION SHEETS TO DEPARTMENTS	H.R. DIR	
06-Feb-12	MONDAY	SET UP NEW PRE-BUDGET FILE IN AS400	FIN DIR	
10-Feb-12	FRIDAY	RETURN PERSONNEL ADJUSTMENT WORKSHEETS TO H.R.	DEPT HEADS	
10-Feb-12	FRIDAY	RETURN REVENUE SPREADSHEET TO FINANCE	DEPT HEADS	
10-Feb-12	FRIDAY	RETURN EXPENSE ADJUSTMENT WORKSHEETS TO FINANCE	DEPT HEADS	
10-Feb-12	FRIDAY	RETURN CAPITAL ADJUSTMENT WORKSHEETS TO FINANCE	DEPT HEADS	
15-Feb-12	WEDNESDAY	VALIDATE PERSONNEL ADJUSTMENT WORKSHEETS	H.R. DIR	
15-Feb-12	WEDNESDAY	VALIDATE REVENUE SPREADSHEET	FIN DIR	
15-Feb-12	WEDNESDAY	VALIDATE EXPENSE ADJUSTMENT WORKSHEETS	FIN DIR	
15-Feb-12	WEDNESDAY	VALIDATE CAPITAL ADJUSTMENT WORKSHEETS	FIN DIR	
23-Feb-12	THURSDAY	BEGIN DEPARTMENT REVIEWS	FIN DIR	
16-Mar-12	FRIDAY	END DEPARTMENT REVIEWS	FIN DIR	
19-Mar-12	MONDAY	BEGIN ENTERING PRELIMINARY CHANGES TO AS400 BUDGET	FIN DIR	
20-Mar-12	TUESDAY	BEGIN PREPARING BUDGET PROPOSAL BOOK FOR BOCC	FIN DIR	
26-Mar-12	MONDAY	FINALIZE BUDGET PROPOSAL BOOK	FIN DIR	
27-Mar-12	TUESDAY	BUDGET PROPOSAL BOOK TO BOCC	FIN DIR	
03-Apr-12	TUESDAY	PRESENT BUDGET TO BOCC	BOCC	
03-Apr-12	TUESDAY	BUDGET HEARING #1	BOCC	
17-Apr-12	TUESDAY	BUDGET HEARING #2	BOCC	
23-Apr-12	MONDAY	PREPARE FINAL PRELIMINARY BUDGET ADOPTION RESOLUTION	FIN DIR	
24-Apr-12	TUESDAY	AGENDA DEADLINE TO SUBMIT BUDGET ADOPTION RESOLUTION	FIN DIR	
01-May-12	TUESDAY	ADOPT PROPOSED 12-13 BUDGET	BOCC	
02-May-12	WEDNESDAY	PREPARE BUDGET REPORT ON DFA FORMS	FIN DIR	
14-May-12	MONDAY	FILE PROPOSED BUDGET WITH DFA (EXCEL FORMS)	FIN DIR	
14-May-12	MONDAY	FILE PROPOSED BUDGET WITH DFA (DFA FORMS)	FIN DIR	
01-Jun-12	FRIDAY	PROPOSED 12-13 BUDGET DUE TO DFA	FIN DIR	NMSA 6-6-2
11-Jun-12	MONDAY	PREPARE FINAL BUDGET ADOPTION RESOLUTION	FIN DIR	
12-Jun-12	TUESDAY	AGENDA DEADLINE TO SUBMIT FINAL BUDGET ADOPTION RESOLUTION	FIN DIR	
18-Jun-12	MONDAY	POST FINAL CHANGES FROM DFA INTO AS400 ACCOUNTING SYSTEM	FIN DIR	
19-Jun-12	TUESDAY	ADOPT FINAL 12-13 BUDGET (if received from DFA)	BOCC	
28-Jun-12	THURSDAY	ROLL FINAL BUDGET INTO AS400 ACCOUNTING SYSTEM	FIN DIR	
29-Jun-12	FRIDAY	POST ANY FINAL CHANGES TO ACCOUNTING SYSTEM	FIN DIR	
02-Jul-12	MONDAY	VERIFY NEW BUDGET	FIN DIR	
02-Jul-12	MONDAY	BEGIN NEW 12-13 BUDGET YEAR	FIN DIR	
31-Jul-12	TUESDAY	FINAL BUDGET DUE TO DFA	FIN DIR	

**2012-2013 BUDGET PREPARATION SCHEDULE
EVENTS BY RESPONSIBLE PARTY SEQUENCE
APPENDIX A3**

DATE	DAY	EVENT	RESPONSIBLE PARTY	STATE STATUTE (if applicable)
20-Dec-11	TUESDAY	BUDGET RESOLUTION AND DIRECTION	BOCC	
03-Apr-12	TUESDAY	PRESENT BUDGET TO BOCC	BOCC	
03-Apr-12	TUESDAY	BUDGET HEARING #1	BOCC	
17-Apr-12	TUESDAY	BUDGET HEARING #2	BOCC	
01-May-12	TUESDAY	ADOPT PROPOSED 12-13 BUDGET	BOCC	
19-Jun-12	TUESDAY	ADOPT FINAL 12-13 BUDGET (if received from DFA)	BOCC	
10-Feb-12	FRIDAY	RETURN PERSONNEL ADJUSTMENT WORKSHEETS TO H.R.	DEPT HEADS	
10-Feb-12	FRIDAY	RETURN REVENUE SPREADSHEET TO FINANCE	DEPT HEADS	
10-Feb-12	FRIDAY	RETURN EXPENSE ADJUSTMENT WORKSHEETS TO FINANCE	DEPT HEADS	
10-Feb-12	FRIDAY	RETURN CAPITAL ADJUSTMENT WORKSHEETS TO FINANCE	DEPT HEADS	
04-Jan-12	WEDNESDAY	BEGIN BUDGET PREPARATION GUIDE	FIN DIR	
13-Jan-12	FRIDAY	PREPARE PREBUDGET WORKSHEETS	FIN DIR	
27-Jan-12	FRIDAY	ISSUE BUDGET PREPARATION GUIDE ELECTRONICALLY	FIN DIR	
01-Feb-12	WEDNESDAY	BUDGET KICKOFF MEETING	FIN DIR	
01-Feb-12	WEDNESDAY	ISSUE BUDGET PREPARATION GUIDE TO DEPARTMENTS	FIN DIR	
01-Feb-12	WEDNESDAY	ISSUE CURRENT YEAR EXPENSE SPREADSHEET (W/O Sal & Bens)	FIN DIR	
01-Feb-12	WEDNESDAY	ISSUE CURRENT YEAR REVENUE SPREADSHEET	FIN DIR	
01-Feb-12	WEDNESDAY	DISCUSS EXPENSE & REVENUE WORKSHEETS WITH DEPARTMENTS	FIN DIR	
06-Feb-12	MONDAY	SET UP NEW PRE-BUDGET FILE IN AS400	FIN DIR	
15-Feb-12	WEDNESDAY	VALIDATE REVENUE SPREADSHEET	FIN DIR	
15-Feb-12	WEDNESDAY	VALIDATE EXPENSE ADJUSTMENT WORKSHEETS	FIN DIR	
15-Feb-12	WEDNESDAY	VALIDATE CAPITAL ADJUSTMENT WORKSHEETS	FIN DIR	
23-Feb-12	THURSDAY	BEGIN DEPARTMENT REVIEWS	FIN DIR	
16-Mar-12	FRIDAY	END DEPARTMENT REVIEWS	FIN DIR	
19-Mar-12	MONDAY	BEGIN ENTERING PRELIMINARY CHANGES TO AS400 BUDGET	FIN DIR	
20-Mar-12	TUESDAY	BEGIN PREPARING BUDGET PROPOSAL BOOK FOR BOCC	FIN DIR	
26-Mar-12	MONDAY	FINALIZE BUDGET PROPOSAL BOOK	FIN DIR	
27-Mar-12	TUESDAY	BUDGET PROPOSAL BOOK TO BOCC	FIN DIR	
23-Apr-12	MONDAY	PREPARE FINAL PRELIMINARY BUDGET ADOPTION RESOLUTION	FIN DIR	
24-Apr-12	TUESDAY	AGENDA DEADLINE TO SUBMIT BUDGET ADOPTION RESOLUTION	FIN DIR	
02-May-12	WEDNESDAY	PREPARE BUDGET REPORT ON DFA FORMS	FIN DIR	
14-May-12	MONDAY	FILE PROPOSED BUDGET WITH DFA (EXCEL FORMS)	FIN DIR	
14-May-12	MONDAY	FILE PROPOSED BUDGET WITH DFA (DFA FORMS)	FIN DIR	
01-Jun-12	FRIDAY	PROPOSED 12-13 BUDGET DUE TO DFA	FIN DIR	NMSA 6-6-2
11-Jun-12	MONDAY	PREPARE FINAL BUDGET ADOPTION RESOLUTION	FIN DIR	
12-Jun-12	TUESDAY	AGENDA DEADLINE TO SUBMIT FINAL BUDGET ADOPTION RESOLUTION	FIN DIR	
18-Jun-12	MONDAY	POST FINAL CHANGES FROM DFA INTO AS400 ACCOUNTING SYSTEM	FIN DIR	
28-Jun-12	THURSDAY	ROLL FINAL BUDGET INTO AS400 ACCOUNTING SYSTEM	FIN DIR	
29-Jun-12	FRIDAY	POST ANY FINAL CHANGES TO ACCOUNTING SYSTEM	FIN DIR	
02-Jul-12	MONDAY	VERIFY NEW BUDGET	FIN DIR	
02-Jul-12	MONDAY	BEGIN NEW 12-13 BUDGET YEAR	FIN DIR	
31-Jul-12	TUESDAY	FINAL BUDGET DUE TO DFA	FIN DIR	
TBD	TBD	ISSUE PAYROLL PROJECTION SHEETS TO DEPARTMENTS	H.R. DIR	
15-Feb-12	WEDNESDAY	VALIDATE PERSONNEL ADJUSTMENT WORKSHEETS	H.R. DIR	