

## BUDGET CALENDAR FOR FISCAL YEAR 2016 - 2017

### 2015

- October 13** County Manager's "kickoff" meeting with Departments on the FY16-17 Budget Process
- October 29** Basics of Budgeting Training 9:00 a.m. to 10:00 a.m.
- October 29 to November 18** Consulting forms completed by Department with assistance from Strategy and Budget Analyst
- November 19** MUNIS Budget Entry Training 10:00 a.m. to 11:30 a.m.
- November 20 to January 5th** Departments enter FY16-17 budget requests into financial system
- November 20** Non-County Agency information will be available<sup>1</sup>

### 2016

- January 5** Department budget entry ends. All budget requests must be entered into financial system and required forms sent to Budget Department. Changes to Department fee schedules must be submitted to Budget Department.
- January 5** Applications for Funding Requests from Non-County Agencies due to Budget
- January 8 and January 14** ITGC, CIP & Reclassification Prioritization Meetings
- February 1 to February 29** County Manager meets with Individual Departments and Assistant County Managers on FY16-17 budget (mandatory)
- April 28** Recommended FY16-17 Budget presented to Board of County Commissioners (informally)
- FY16-17 Recommended Budget Information to Departments and Non-County Agencies
- May 2** County Manager presents FY16-17 Recommended Budget at Board of County Commissioners Meeting
- June 6** Public Hearing on FY16-17 Recommended Budget
- June 20** Adopt FY16-17 Budget

<sup>1</sup> Agencies that would like to apply, applications are available on the New Hanover County website at [www.nhcgov.com](http://www.nhcgov.com) from November 20, 2015 through January 5, 2016. Funding request will be considered on a case-by- case basis.