



FISCAL YEAR 2024 BUDGET PROCESS TIMETABLE DRAFT

FC Item #3

May							June							July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
														30	31																			

Board Meeting
 Holiday

REF.	DATE		TASK	ACTION RESPONSIBILITY
1	May 22-26, 2023	Week of	Establish BPUB Budget Teams (Vehicle/Heavy & Support Equipment and Computers, Furniture & Other Equipment)	Financial Planning Team
2	June 7, 2023	Wednesday	BUDGET KICKOFF - Distribution of FY 2024 Budget Instructions, Forms for Equipment Requests and Projects	Financial Planning Team
3	June 7, 2023	Wednesday	Open Budget Program for User Data Entry	Financial Planning Team
4	June 7, 2023	Wednesday	Present Budget Process Timetable to Finance Committee	CFO
5	June 12, 2023	Monday	Distribute Budget Process Timetable to the Board	CFO
6	June 21, 2023	Wednesday	Close Budget Program data entry access	Financial Planning Team
7	June 23, 2023	Friday	Equipment Request Forms & Project Request Forms due	All Departments
8	June 28, 2023	Wednesday	Send Equipment Requests to respective BPUB Budget Teams (Vehicle/Heavy & Support Equipment and Computer, Furniture & Other Equipment) for recommendations	Financial Planning Team
9	July 10, 2023	Monday	Budget Teams (Vehicle/Heavy & Support Equipment and Computer, Furniture & Other Equipment) recommendations due	Teams
10	July 14, 2023	Friday	First DRAFT of O&M budget complete	Financial Planning Team
11	July 17 - 21, 2023	Week of	Distribute first DRAFT of budget and meet with Executive Team	Director of Finance



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S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5						1	2		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30		
														30	31																					

Board Meeting
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REF.	DATE		TASK	ACTION RESPONSIBILITY
12	July 17 - 21, 2023	Week of	Executive Team, Directors and Finance balance O&M Budget	CFO
13	July 24 - 28, 2023	Week of	Directors, Managers and Finance Balance First Draft of CIP Budget	Financial Planning Team
14	August 1, 2023	Tuesday	Distribute Performance Measures	Financial Planning Team
15	August 9, 2023	Wednesday	Present Draft Budget to Finance Committee	CFO
16	August 14 - 18, 2023	Week of	Executive Team, Directors and Finance balance CIP Budget	CFO & Financial Planning Team
17	August 18, 2023	Friday	Department Performance Measures due	All Departments
18	August 21 - 25, 2023	Week of	Individual Board Member O&M and CIP Budget Briefings	CFO & Financial Planning Team
19	September 6, 2023	Wednesday	Present Draft Budget to Finance Committee	CFO
20	September 11, 2023	Monday	Presentation of Draft Fiscal Year 2024 Budget to the Board in a workshop (if needed)	CFO
21	September 11, 2023	Monday	Present Fiscal Year 2024 Budget to the Board for consideration and approval	CFO

NOTES

1. The Southmost Regional Water Authority (SRWA) Budget was presented on August 7, 2023.