

SIMPLIFIED GENERAL BUDGET TIMETABLE (STATEWIDE)
Budget Development and Enactment

April, mid-month	DOF issues technical budget instructions
July, mid	DOF issues budget policy letter
August, early to mid	DOF issues annual price letter and the Department of General Services issues the Price Book
September to early October	Departments submit baseline budgets to DOF
September, 2nd week	Departments submit Budget Change Proposals to DOF
September, mid-October	DOF budget staff hold budget discussions and meetings with departments
October	DOF Program Budget Managers hold budget hearings with departments, as needed
November, early to mid	Director of Finance holds budget hearings with departments, as needed
December, 2nd week	Director briefs Governor on updated General Fund revenues and expenditures, and preliminary status of budget for current and budget years
December, mid	Governor holds budget meetings and makes decisions
December, mid to late	DOF finalizes Governor's Budget, Governor's Budget Summary, Governor's Budget Highlights and Budget Bill
January 10	Governor's Budget and Budget Bill submitted to the Legislature
February 1	DOF provides to the Legislature Budget Trailer Bills
February, early	Departments submit non-May Revision Finance Letter requests to DOF
February, third week	Legislative Analyst Office releases the Analysis of the Budget Bill and Perspectives and Issues
February, late, to mid-March	DOF budget staff discuss Finance Letter requests and meet with departments
February to late-May	Legislative Budget Subcommittees hold budget hearings
March	DOF holds Finance Letter Hearings with departments, as needed
April 1	DOF submits non-May Revision and non-Capital Outlay Finance Letters
April	DOF budget staff analyze May Revision requests and meet with departments
April, late, to early May	DOF Program Budget Managers, Director of Finance and Governor, hold May Revision hearings/meetings with departments, as needed
May	DOF submits Capital Outlay Finance Letters
May 14	DOF submits May Revision update of General Fund revenues and expenditures
May, late, early June	Budget Subcommittees report; Budget Bills sent to the Floors
June, early to mid	Budget Conference Committee meets; Budget Bills sent to Floors
June 15	Constitutional deadline for Legislature to pass Budget Bill
June, mid to late	Governor decides Budget Bill vetoes and signs Budget Act & Trailer Bills
July 1	State's fiscal year begins

PUC BCP Development Process (not IT related)

July 15th – Management develops and proposes BCP concepts
 July, by end of – Exec. Director decides on concepts to pursue
 August – Division staff develops BCPs
 August, by end of – BCPs due for IMSD review & costing
 September, mid – PUC submits initial BCP package to DOF
 November – BCPs are revised to conform to DOF decision
 December, by end of – PUC submits conforming BCP package to DOF

PUC OE&E Budget Allocation Process

- The Executive Director allocates certain OE&E appropriation to the divisions, after careful review of management's budget request and with input from budget staff.
- The goal is to establish realistic division budgets. It provides the directors with some flexibility to deploy their funds among budget categories, but holds them accountable for operating within their overall OE&E budgets.
- This process does not apply to DRA, since DRA has its separate appropriation in the governor's budget.
- Amounts allocated will be based on the Governors' Proposed Budget and may be subject to adjustments.

Only Certain Items Will Be Subject to Division Allocation

- ✓ General Expenses: Dues and Membership, Meetings and Conferences, and Subscriptions
- ✓ Communications: telephone and cell phone services
- ✓ Travel: In-State and Out-of-State
- ✓ Training
- ✓ Consultants/Professional Services; Intervenor Compensation

Timeline (approximate dates)

April 15th – Open season for divisions' budget request
 May 15th – Divisions' request due for IMSD review
 End of May – Budget staff confers with BCOs as needed
 June 15th - Budget staff makes recommendations to Exec.
 Jun 30th – Executive director issues approved budget