

## Chatham County FY 2016-2017 Budget Calendar

Deadline	Actions
4 September 2015	<ul style="list-style-type: none"> <li>• Capital Improvements Program (CIP) forms distributed to agencies</li> </ul>
5 October 2015	<ul style="list-style-type: none"> <li>• Forms due from agencies and departments for new/changed CIP projects</li> </ul>
2 November 2015	<ul style="list-style-type: none"> <li>• Manager submits recommended CIP to the Board of Commissioners at a special meeting</li> <li>• Heads Up document due from departments</li> </ul>
16 November 2015	<ul style="list-style-type: none"> <li>• Hold public hearing on the proposed CIP</li> </ul>
17 November 2015	<ul style="list-style-type: none"> <li>• Work session on the proposed CIP</li> </ul>
14 December 2015	<ul style="list-style-type: none"> <li>• Board adopts CIP</li> </ul>
23 December 2015	<ul style="list-style-type: none"> <li>• Budget summit materials (trends, financial indicators, performance team recommendations, and departmental “Heads Up” document) submitted to Board of Commissioners</li> <li>• Work plan and new position forms distributed to departments</li> </ul>
Weeks of January 4 and 11, 2016	<ul style="list-style-type: none"> <li>• Budget Summit: Board of Commissioners sets goals and guidelines for FY 2016-2017 budget</li> </ul>
29 January 2016	<ul style="list-style-type: none"> <li>• Requests for new positions and work plans (with goals, objectives, and performance targets) due from departments</li> <li>• Remaining budget forms distributed to departments/agencies</li> </ul>
4 March 2016	<ul style="list-style-type: none"> <li>• Budgets due from departments and agencies (except schools)</li> </ul>
18 April 2016	<ul style="list-style-type: none"> <li>• Budget due from schools</li> </ul>
2 May 2016	<ul style="list-style-type: none"> <li>• Budget submitted to Board of Commissioners and public at a special meeting</li> </ul>
May 16 and 17, 2016	<ul style="list-style-type: none"> <li>• Official public hearings held in Pittsboro and Siler City</li> </ul>
Late May and early June, 2016	<ul style="list-style-type: none"> <li>• Board of Commissioners holds 2 budget work sessions</li> </ul>
By 30 June 2016	<ul style="list-style-type: none"> <li>• Board of Commissioners adopts budget (legal deadline)</li> </ul>