TENTATIVE BUDGET TIMELINE

Target Date	Budget Item
19-Mar	Commence Annual Equipment Inventory to complete by May 1
2-Apr	Complete TIRs for review by Administration
2-Apr	Space Allocation forms due to B&G for all new space requirements.
2-Apr	Programs start updating, Program statements, Performance Indicators and Expanded Program Narratives
9-Apr	Submit TIR's for major equipment and IT projects to EITS
10-Apr	Construction Improvement Projects (CIP) due to Public Works Board.
10-Apr	Start working with Bureau staff to Identify decision units.
23-Apr	Complete PPBB staff training for Program Staff and Administration
23-Apr	Commence modification of PPBB Activities and Performance Measures to support Objectives
23-Apr	Complete CAP tracking spreadsheet
30-Apr	Complete rent schedules and attach copies of Statewide Lease Information Form
30-Apr	Identify Personnel Position Groups
30-Apr	OIT completes hardware/software requirements spreadsheets
30-Apr	Update actual and Work Program Revenues and Expenditures
30-Apr	BETS – make sure charges are in correct GLs and all encumbrances included
30-Apr	Make corrections to budget accounts names, RGLs or categories.
30-Apr	Check narratives and notes for accuracy and format.
30-Apr	Use approved list of GLs when creating budgets.
30-Apr	Ensure all current approved categories and RGLs in NEBS – maintenance tab
30-Apr	Start identifying how Time and effort will be implemented in each Budget Account
30-Apr	Start working on schedules, Vendor, Equipment, Motor Pool, Longevity, EITS, Agency Owned Vehicles, Rent
30-Apr	Rent schedule and rent fund map
30-Apr	Attach copies of equipment leases
30-Apr	Identify new positions, which must be tied to functional goals.
1-May	Present Budget Request Concepts to Administration and DHHS
1-May	Annual Equipment Inventory Completed
15-May	Establish all Decision Units, categories and GLs in Account Maintenance Tab
15-May	Tie decision units to Governor's Strategic Plan and Functional Goals
15-May	Complete Program Descriptions
15-May	Complete agency owned vehicle schedule.
15-May	Re-sequence positions by location.

TENTATIVE BUDGET TIMELINE

Target Date	Budget Item
15-May	Attach equipment replacement schedules/inventory log
30-May	OIT completes equipment replacement spreadsheet based upon annual inventory
30-May	Complete modification of PPBB Activities and Performance Measures to support Objectives
30-May	Complete Personnel Reconciliation, Phase 1 - Verify PCNs in NEBS to IFS and LEG APPROVED
30-May	Notify Budget Office of any Personnel discrepancies discovered during reconciliation
30-May	Complete decisions on Division Budget Requests
30-May	Determine CAP and where any projected cuts may be applied.
30-May	Supplemental Appropriations require an E-877 Decision Unit in first year of Biennium.
30-May	Build Items for Special Consideration Decision Unit for GF needs not covered within CAP.
30-May	Complete Expanded Program Narratives – Bureau assistance.
30-May	Complete performance measurement indicators copied from last biennium.
30-May	Create M-150s to eliminate programs no longer needed
30-May	Create M-150s to eliminate one-time expenses
30-May	Create M-150s to back out overtime, comp time, terminal leave, and one-time equipment purchases
30-May	Create M-150s to increase projected federal expenditure up to the current grant award
	Schedules will automatically create M-150's - See each category in budget guidance for details
30-May	Identify all position reclassifications that are not in NEBS and prepare E-805s.
30-May	Complete identification of how Time and Effort will be implemented in each Budget Account
1-Jun	Non-Budgetary BDRs due to the Budget Office
1-Jun	Complete preliminary NEBS fund maps
15-Jun	Update EITS schedules - due date to EITS is July 16.
15-Jun	Update Motor Pool Schedules - due to Motor Pool on July 16
15-Jun	Develop agency owned property and contents insurance schedule - 3208 only.
15-Jun	Create Decision Units and balance to revenue
15-Jun	Update all Organization Charts
15-Jun	Construct transfer decision units (E-900s) to correct identified issues.
15-Jun	Completed NPD-19s for new positions and reclassifications are received from the program and attached to the budget
15-Jun	Fee-based revenue – estimate fee revenues and attach documentation.
18-Jun	TIR Presentations to IT Strategic Planning Committee

TENTATIVE BUDGET TIMELINE

Target Date	Budget Item
29-Jun	Budget Office reviews Activites and Performance Measures with Agency Administration
29-Jun	Costs by FTE – personnel assessment, payroll assessment, employee bond, employee tort, REGI, infrastructure assessments, security assessments, purchasing assessments, etc.
29-Jun	Complete Contract summaries relating to vendor schedule attached to budget
29-Jun	Develop M200 decision unit for approved caseload in 3208 based upon approved methodology
1-Jul	Complete Longevity schedules - print out and verify against current payroll records - eliminate those who have left, and add those that are newly eligible.
1-Jul	Prioritize Enhancement and Maintenance decision units in NEBS
1-Jul	Create Fund Maps by Decision Unit for each B/A
15-Jul	Payroll information loaded into NEBS by Budget Office
15-Jul	Update Actual Expenditures in NEBS with current DAWN data and BETS
16-Jul	Complete motor pool schedules
16-Jul	Complete EITS schedules - IT staff to assist with EITS schedules
27-Jul	Complete Personnel Reconciliation, Phase II - Verify Class code, position type, grade, step, and adjustments, retirement code, payroll and personnel FTE assessments, and grouping of positions
30-Jul	Complete the process of tying all activities to Objectives
31-Jul	Assembly and documentation of travel logs with all required information
31-Jul	Assembly and documentation of publications and periodicals logs with all required information
31-Jul	Assembly and documentation of training logs with all required information
31-Jul	Attach Contract Summaries to Vendor Schedule
31-Jul	Completion of AB240 Contract Logs
31-Jul	Complete schedules with notes and justifications
31-Jul	Create M-150s to annualize expenses based upon partial actual years
1-Aug	Equipment quotes for all new or replacement equipment due - attach to budget
1-Aug	Attach Letters of Intent and status report
1-Aug	Attach justification for positions vacant over 12 months
1-Aug	EITS provides schedule of approved Utilizations by B/A
1-Aug	Completed Org Charts are attached to the budget
3-Aug	Present Budget Request to Administration and DHHS
15-Aug	Balance all Decision Units and finalize Fund Maps
15-Aug	Process all schedules and run Out-of-Balance reports

TENTATIVE BUDGET TIMELINE

Target Date	Budget Item
15-Aug	Complete Agency Request Budget Highlights Memorandum
15-Aug	Complete Agency Request Appropriation Limit Report
15-Aug	Prepare Budget Submittal Checklists for each Budget Account - check each item in NEBS
15-Aug	Complete all Budget Narratives and Notes
17-Aug	Final review of all Decision Units with Bureaus and Administration
31-Aug	Submit Budgets
4-Sep	Develop Budget Presentation for the Budget Director
15-Sep	Finalize Budget Presentation
21-Aug	Final review of all Decision Units with Bureaus and Administration