## **Budget Process Diagram**

PHASE I – Budget Submittal Preparation	<b>FEBRUARY-MARCH</b> CBO provides departments with the general structure, conventions and schedule for the next year's budget	MARCH - APRIL CBO prepares revenue projections for the current year, CBO issues budget and CIP development instructions to departments	MARCH Departments developing and submitting Budget Memos to describe how they will arrive at their budget targets
	<b>APRIL</b> Mayor's Office and CBO review the Budget Memos and provide feedback to departments	MAY-JUNE Departments finalize budget submittal, work with CBO and the Mayor's staff to identify any additional direction before submittal	JUNE Departments submit budget and CIP proposals to CBO based on Mayoral direction CBO reviews departmental proposals for organizational changes
PHASE II – Proposed Budget Preparation	JULY-AUGUST The Mayor's Office and CBO review department budget and CIP proposals	AUGUST-SEPTEMBER Mayor's Office makes final decisions on the Proposed Budget and CIP Proposed Budget and CIP documents are produced	SEPTEMBER Mayor presents the Proposed Budget and CIP to City Council on the last Monday of the month
PHASE III – Adopted Budget Preparation	SEPTEMBER-OCTOBER Council develops a list of issues for review during October and November CBO and departments prepare revenue and expenditure presentations for Council	OCTOBER-NOVEMBER Council reviews Proposed Budget and CIP in detail Budget and CIP revisions developed, as are Statements of Legislative Intent and Budget Provisos	NOVEMBER-DECEMBER Council adopts operating budget and CIP Note: Budget and CIP must be adopted no later than December 2