

BUDGET PREPARATION AND ENACTMENT TIMETABLE

6814

(Revised 10/2017)

The following 6814 Illustration will help departments plan their capital outlay budget work. To meet statutory budget time frames, departments must submit requests for major and minor capital outlay projects in late July/early August, 11 months prior to the budget year for which funding is requested. Finance will publish a Budget Letter each year with more detailed instructions and due dates. Late requests will be accepted only if Finance has previously approved a late submittal. Departments within agencies must have agency concurrence for their proposals, prior to submittal. Submission dates indicated are when documents are due to Finance.

References to the Department of General Services in the following table also apply to any department which is authorized to act as its own project manager. Due dates on the chart are approximate; actual dates are set by Budget Letter.

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6814 (Cont. 1)

TIMETABLE FOR FIRST YEAR ACTIVITIES

July/August	Per annual Budget Letter instructions from Finance, the last date to submit five-year capitalized assets plans and major/minor capital outlay budget change proposals (COBCPs) for each new or continuing projects to Finance.
September-October	Capital outlay meetings with departments and Finance to discuss COBCPs (if necessary).
January 10	<i>Governor's Budget</i> and Budget Bill presented to the Legislature.
February	Departments submit requests for technical and policy amendments to capital outlay projects proposed in the Governor's Budget per annual Budget Letter instructions from Finance. A new or updated COBCP is required.
March–June 15	Legislative budget hearings held.
April 1	By statute, any capital outlay Finance Letter of a policy nature (i.e., proposing a scope change or new project) must be submitted to the Legislature by this date.
May 1	By statute, any capital outlay Finance Letter proposing a technical adjustment to a capital outlay project must be submitted to the Legislature by this date. If possible, technical changes should be submitted by the April 1 deadline. If Finance approves technical changes after the April deadline, they may be rolled in to the overall May Revision process at the discretion of Finance.
June 15–June 30	Budget Bill signed by Governor.