

**METROPOLITAN LIBRARY SYSTEM  
BUDGET PLANNING SCHEDULE  
For Fiscal Year Budget 2013-14**

The following schedule presents approximate dates and deadlines for each phase of the budget process.

1/7	Budget fields opened.
1/23	Timetable given to Ad Team.
2/18	Distribute timetable and travel guidelines memo.
2/18 - 4/15	Program Managers enter budget requests.
4/16 - 4/20	Business Office locks system to Administration level and produces preliminary budget request reports.
4/22 - 5/17	Ad Team meets to review budget requests.
5/28 - 5/31	Commission's A&P Committee meets to consider the proposed staff salary increase and benefits changes.
6/3 - 6/7	Business Office finalizes the preliminary budget.
6/10 - 6/12	Commission's Finance Committee meets to consider the preliminary budget.
6/20	The Commission meets to approve the preliminary budget.
6/21 - 7/26	Ad Team reviews and reconciles the final budget.
7/29 - 8/1	Business Office finalizes the final budget.
8/7 - 8/13	Commission's Finance Committee meets to consider the final budget.
8/22	The Commission meets to approve the final budget.