

**METROPOLITAN LIBRARY SYSTEM
BUDGET PLANNING SCHEDULE
For Fiscal Year Budget 2014-15**

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

1/6	Budget fields opened.
1/22	Timetable given to Ad Team.
2/18	Distribute timetable and travel guidelines memo.
2/18 - 4/14	Program Managers enter budget requests.
4/15 - 4/18	Business Office locks system to Administration level and produces preliminary budget request reports.
4/21 - 5/2	Ad Team meets to review budget requests.
5/12 - 5/16	Commission's A&P Committee meets to consider the proposed staff salary increase and benefits changes.
5/19 - 5/23	Business Office finalizes the preliminary budget.
5/27 - 5/30	Commission's Finance Committee meets to consider the preliminary budget.
6/19	The Commission meets to approve the preliminary budget.
6/23 - 7/25	Ad Team reviews and reconciles the final budget.
7/28 - 8/1	Business Office finalizes the final budget.
8/4 - 8/8	Commission's Finance Committee meets to consider the final budget.
8/21	The Commission meets to approve the final budget.