

# M E M O



Date: July 27, 2012  
 To: Chair Stephen Albers and Members of the Board of Trustees  
 From: Clifford Jo, Finance & Business Director  
 Subject: 2013 Budget Process & Calendar

Following is the process and key calendar dates for the 2013 budget.

<b>Date</b>	<b>2013 Budget Activities</b>
<b>Early August</b>	<i>Budget Process Begins:</i> <ul style="list-style-type: none"> <li>▸ Neel and Georgia create budget instructions</li> <li>▸ Budget packets sent to managers</li> <li>▸ Managers create 2013 budget proposal</li> </ul>
<b>August 8</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Review 2013 budget calendar/process</li> </ul>
<b>August – Sept</b>	Library management reviews managers’ proposals
<b>September 12</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Follow up discussion from previous Board Meeting</li> <li>▸ Review of 2013 projected revenues and expenditures</li> </ul>
<b>Mid-September</b>	Preliminary certification of property tax received from the County
<b>Mid-October</b>	IPD furnished by Department of Revenue and County Assessor/Treasurer Note: due to project values’ significant decline, the mill rate will continue to be at 50 cents; therefore the IPD has no bearing on revenues.
<b>October 17</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Review of 2013 draft revenue and expenditure (balanced budget)</li> <li>▸ Review of 2013-2017 Capital Improvement Plan projects and budget</li> </ul>
<b>November 14</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ First public hearing regarding the 2013 budget</li> <li>▸ Review of draft 2013 budget &amp; Capital Improvement Plan</li> <li>▸ Review and approve motion to certify property taxes to be levied for collection in 2013</li> <li>▸ Decision for IPD/tax increase considerations (likely not necessary)</li> </ul>
<b>November 14</b>	<ul style="list-style-type: none"> <li>▸ Deadline to file tax levy resolutions/budget certification with County Assessor/Treasurer</li> <li>▸ Deadline for IPD override resolution filing (likely not necessary)</li> </ul>
<b>December 12</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Second public hearing regarding the 2013 budget</li> <li>▸ Resolution to adopt 2013 budget</li> <li>▸ Resolution to adopt 2013 Capital Improvement Fund budget</li> <li>▸ Motion to certify property tax levied for collection in 2013 (if needed)</li> </ul>
<b>December 13</b>	File updated budget resolution with the County