

**Board of Equalization**  
**2010-11 Budget Preparation Tentative Schedule**  
**December 17, 2008**

2009 Dates	Task	Responsibility
January 20-23	Establish 2010-11 Budget themes based on BOE Strategic Plan, Three Year Business Plan, IT Strategic Plan, and current/budget year initiatives.	Executive Team
February 27	Complete preparation of BCP Instruction Package and schedule BCP writers' training.	BCU
March 13	Submit BC package and analysis to Executive Director and DHC.	BCU
April 1	Submit BCs to Board Proceedings for inclusion in Board agenda for April 15-16, 2009 Board Meeting.	BCU
April 2-10	Discuss BCs with individual Board Members.	Executive Director; Deputy Director, Administration
April 15-16	Present BCs to Board for approval/feedback to proceed with full BCP preparation.	Deputy Director, Administration; Deputy Directors
July 20	Submit final BCP Narratives to BCU for final costing and preparation of Executive Director's decision package.	BCP owners
August 18	Submit BCPs to Board Proceedings for inclusion in Board agenda for August 31-September 2, 2009 Board Meeting.	BCU
August 19-28	Discuss BCPs with individual Board Members.	Executive Director, Deputy Director, Administration
August 31 - September 2	Present BCPs to Board for approval.	Deputy Director, Administration; Deputy Directors
September 3-8	Revise BCP per Board decisions and submit to BCU.	BCP owners
September 8-9	Prepare Final BCP Package for Executive Director's signature.	BCU
September 11	Submit approved BCP package to DOF.	BCU

**LEGEND:**

BC Budget Concept  
 BCP Budget Change Proposal  
 BCU Budget Change Unit  
 DHC Department Heads Committee  
 DOF Department of Finance