

**BUDGET PREPARATION AND ENACTMENT TIMETABLE**  
**(Revised 5/98)**

**6814**

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* capital outlay projects in early February, 17 months prior to the budget year for which funding is requested. *Minor* capital outlay requests are due in early July, one year prior to the budget year (Section 6807). Late requests will be accepted only if DOF has previously approved late submittal. Departments within agencies must have agency concurrence for their proposals, prior to submittal. Submission dates indicated are when documents are due to DOF, DGS, and usually the LAO.

References to DGS 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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TIMETABLE FOR FIRST YEAR ACTIVITIES

|                   |  |
|-------------------|--|
| February 1        | Last date to submit five-year capitalized assets plans and capital outlay budget change proposals (COBCPs) for each new or continuing projects to DOF (2 copies), LAO (1 copy), and DGS (2 copies).  |
| February–March    | DOF refers selected new projects to DGS for a technical feasibility review.  |
| March             | DOF releases funds to DGS for the preparation of budget packages for new projects.   |
| July 1            | Last date for departments to submit minor capital outlay requests to DOF and LAO.  |
| July–October      | DOF schedules scope review meetings, as required, for both major and minor capital outlay requests. The review may include the department, the LAO, and, if appropriate, DGS.  |
| August 15         | Higher education segments submit five-year plans and COBCPs.   |
| September 1       | <ol style="list-style-type: none"> <li>(1) DGS submits completed budget packages, cost updates, and scope refinements to DOF and client departments for potential inclusion in the <i>Governor's Budget</i>.</li> <li>(2) Client departments submit any other revisions to their five-year plans and COBCPs made necessary by final budget enactment.</li> <li>(3) Updated fund conditions are due for COBCPs requested from special funds.</li> <li>(4) Responses are due on the ten-year survey for the annual <i>Capital Outlay and Infrastructure Report</i>.</li> </ol> |
| October–November  | Capital outlay budget hearings with agencies and DOF.  |
| November–December | Following Governor's decisions, DOF authorizes departments to release approved COBCPs to the LAO, incorporating final dollars and approved scope.  |

TIMETABLE FOR SECOND YEAR ACTIVITIES

|                 |  |
|-----------------|--|
| January 10      | <i>Governor's Budget</i> and Budget Bill presented to the Legislature.   |
| February        | Client agencies submit requests for Finance Letters for technical and policy amendments to capital outlay projects proposed in the Governor's Budget per annual Budget Letter instructions from DOF. A new or updated COBCP is required. |
| March–June 15   | Legislative budget hearings held.  |
| April 1         | <i>By statute</i> , 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.  |
| April 30        | Last day project proposals via Section 6.00 will be accepted, if DOF approval is required.   |
| May 1           | <i>By statute</i> , any capital outlay Finance Letter proposing a technical adjustment to a capital outlay project must be submitted to the Legislature by this date.  |
| June 15–June 30 | Budget Bill signed by Governor.  |