

	January	February	March	April	May	June	July	August	September	October	November	December
Program Budget Meetings/Admin Budget Meetings	X	X	X	X	X	X	X	X	X	X	X	X
Annual Close 1-3 for prior budget year	December 31 st Close	1	2	3								
Preliminary Budget Draft*								X				
Budget Approval*									Admin, Finance & BOH Committees	County Board		
Employee Reimbursement	NLT 2pm Tuesdays	NLT 2pm Tuesdays	NLT 2pm	NLT 2pm	NLT 2pm	NLT 2pm	NLT 2pm	NLT 2pm	NLT 2pm	NLT 2pm	NLT 2pm	NLT 2pm
Program Expense Planning*						X	X					
Monthly Budget Close	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month	COB 4 th week of the month
Invoices	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays	NLT 4pm Tuesdays

*Budget for following year