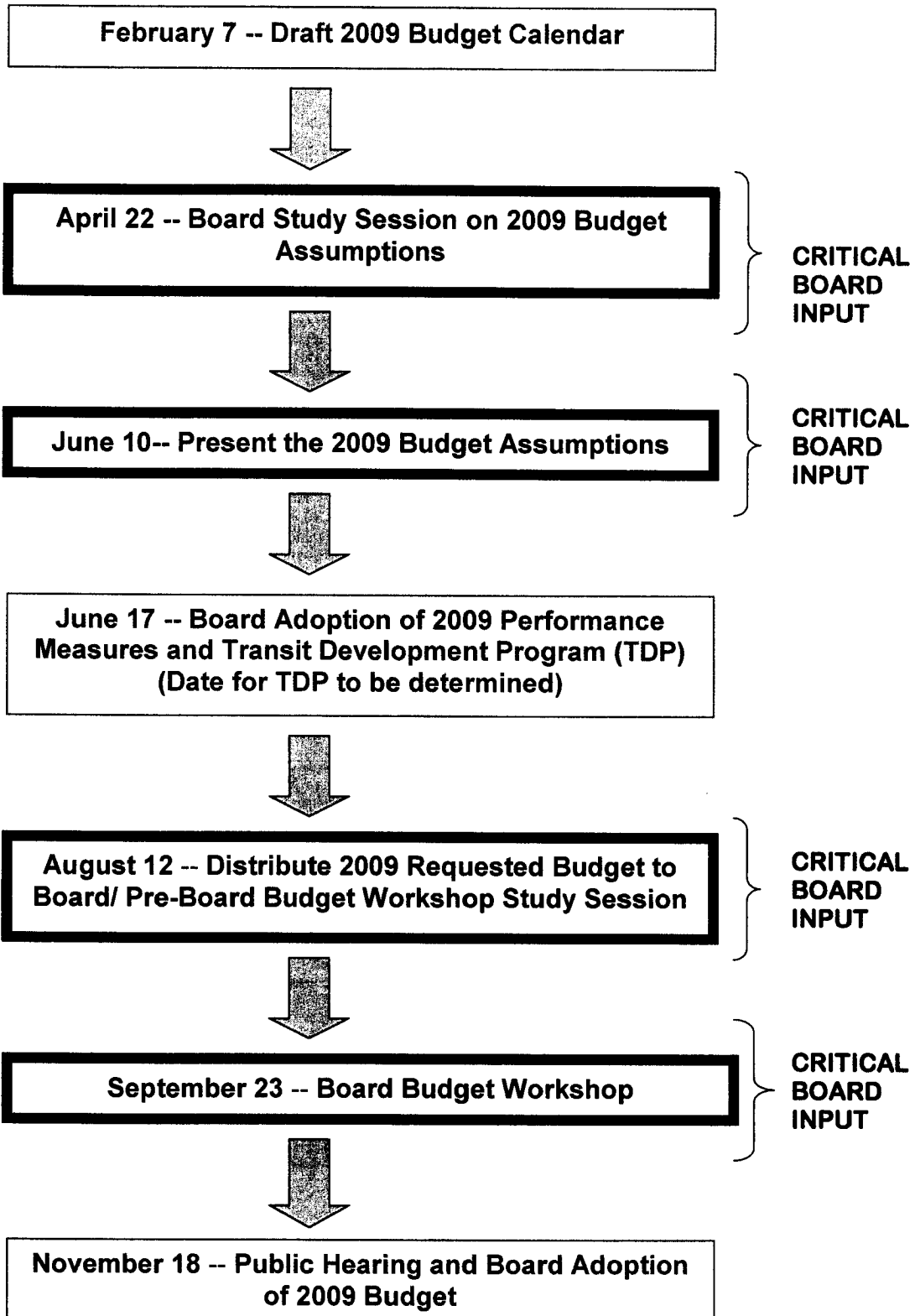


2009 Budget Preparation Calendar (Preliminary)



2009 BUDGET PREPARATION CALENDAR (PRELIMINARY)

<u>Date</u>	<u>Task</u>
February 7	Draft 2009 Budget Calendar to Financial Administration Committee. The Budget Staff presents draft calendar to Financial Administration Committee.
April 22	Board Study Session – Orientation on upcoming 2009 Budget Assumptions- The Budget Staff presents key components of strategic tools used to develop the 2009 annual budget. This will include service hours to be provided, fleet plan, key economic assumptions, including revenue growth, and other policy issues having budget impact. This would also include Goals, Performance Measures, and Fiscal Policies.
May 14	Review 2009 Budget Assumptions and Draft 2009 Goals and Performance Report with Senior Staff. The Budget Staff reviews the financial and budget assumptions for the 2009 year with the Senior Staff and General Manager. Assumptions such as service hours, fleet size, inflation rates, and revenue growth will be consistent with the current draft of the 2009-2014 Transit Development Program. The Budget Staff also reviews the draft 2009 Goals and Performance Report.
June 10	Present the 2009 Budget Assumptions, Draft 2009 Goals and Performance Report, the 2009 Fiscal Policies, and the Board Budget Input Process to the Financial Administration Committee. The Budget Staff presents the financial and budget assumptions for the 2009 year to the Financial Administration Committee. Assumptions such as service hours, fleet size, inflation rates, and revenue growth will be consistent with the current draft of the 2009-2014 Transit Development Program and the regional sales and use tax forecast. The Budget Staff also presents the draft 2009 Goals and Performance Report, the 2009 Fiscal Policies, and Board Budget Input (Decision Package) Process.
June 17	Board Adoption of 2009 Performance Report. Adopted at this time are the 2009 Mission Statement, Goals, and Performance Measures to be used in the development of the 2009 Budget. Goals for Capital Projects will be submitted for Board approval in October.
TBD	Adoption of the 2009-2014 Transit Development Program (TDP). The 2009-2014 TDP is adopted by the Board of Directors. The 2009 capital program from the TDP becomes the draft 2009 capital budget.

2009 Budget Preparation Calendar (Continued)

<u>Date</u>	<u>Task</u>
July 14-23	Department Head Review. Budget Staff completes review of individual department budgets with Department Heads and their budget staff.
August 1	General Manager/Senior Staff Review. The Budget Staff submits the 2009 Budget as requested by Department Heads for review by Senior Staff and the General Manager.
August 12	Distribute 2009 Requested Budget to Board and offer Pre-Board Budget Workshop Study Session at Financial Administration Committee Meeting. The Budget Staff sends the 2009 Requested Budget package to the Board for review and provides orientation to Board members on the distributed budget materials.
September 23	Board Budget Workshop – Study Session. The General Manager and Budget Staff present the 2009 Requested Budget to the Board of Directors. Individual Decision Packages requested by the Board are considered for inclusion in the 2009 Recommended Budget.
September 27/28	Posting of the 2009 Requested Budget. State law requires the budget to be posted for public review by October 15th of each year.
October 8	Financial Administrative Committee reviews Goals and Performance Measures for capital projects to be added to the 2009 Performance Report. Budget Staff presents 2009 Capital Projects Goals and Performance Measures to Financial Administration Committee for consideration.
October 15	2008 Capital Carryforward Estimates. Budget Staff completes estimates of 2008 Capital Carryforwards. A carryforward is necessary when a capital project is not completed in the current year, and the funds must be appropriated to complete the project in the following budget year.
October 21	Board approves 2009 Capital Goals and Performance Measures. Board of Directors approves 2009 Performance Report revised to include 2009 Capital Goals and Performance Measures.
November 11	2009 Budget is presented to Financial Administration Committee for recommendation. Staff presents the posted budget including the estimated capital carry-forward to the Financial Administration Committee for the purpose of obtaining a recommendation to the full Board to adopt and appropriate the 2009 RTD Budget.

2009 Budget Preparation Calendar (Continued)

<u>Date</u>	<u>Task</u>
November 18	Public Hearing and Board Adoption of 2009 Budget. At the November 2008 Board meeting, RTD holds a public hearing on the 2009 Budget. The 2009 Budget and 2009 Appropriation are adopted by the Board of Directors. RTD is required by State law to adopt a budget by December 31st of each year.
November 19	Budget Submission to the Division of Local Government. The Budget Staff submits copies of the 2009 Budget Adoption and Appropriation resolutions and Board action items to the Colorado Division of Local Government, as required by State law.
Feb. 11, 2009	2009 Budget Document. Budget staff completes the 2009 Budget Document and distributes. The document is also submitted to the Government Finance Officers Association (GFOA) who reviews the document for adherence to standard budgeting practice.