



BRANCH DISTRICT LIBRARY 2018 BUDGET CALENDAR

July/August

- **Planning:** review financial performance
- **Prep:** assign responsibilities

September

- **Timeline and Goals:** set deadlines and review schedule; determine organizational and program goals
- **Estimate and Draft:** draft initial budget (*Board meeting: September 18*)

October

- **Review:** distribute draft budget; collect recommendations; and revise, based on feedback and assumptions (*Board Meeting: October 16*)
- **Revise:** if needed

November/December

- **Propose and Approve:** prepare budget proposal and seek final approval from Board (*Board meeting: November 20*)

December/January

- **Implement and Monitor:** internally communicate budget and goals for the new year; begin managing, tracking, and monitoring actual to budget