

## Timeline for 2017-19 Executive Budget

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|--------------------------------|---|
| April                          | Governor releases budget guidelines to agencies                     |
| July, August                   | Preliminary revenue forecast is prepared                            |
| July 15                        | Budget requests due from agencies (unless granted an extension)     |
| August to mid-October          | Budget meetings with agencies                                       |
| November                       | Executive revenue forecast is prepared                              |
| December 7                     | Executive budget presented to Legislature at organizational session |
| <b>Budget System Changes:</b>  | None  |
| <b>Changes to Budget Data:</b> | See next page   |

**54-44.1-04. Budget estimates of budget units filed with the office of the budget - Deadline.**

The head of each budget unit, not later than July fifteenth of each year next preceding the session of the legislative assembly, shall submit to the office of the budget, estimates of financial requirements of the person's budget unit for the next two fiscal years, on the forms and in the manner prescribed by the office of the budget, with such explanatory data as is required by the office of the budget and such additional data as the head of the budget unit wishes to submit. The estimates of financial requirements for budget units under the control of the state board of higher education must be made using the same forms, supporting information, and documentation as other budget units.

**54-44.1-06. Preparation of the budget data - Contents.**

The director of the budget, through the office of the budget, shall prepare budget data which must contain and include the following:

4. Detailed comparative statements of expenditures and requests for appropriations by funds, budget units and classification of expenditures, showing the expenditures for the previous biennium, the first fiscal year of the present biennium, the budget of the current biennium, and the governor's recommendation for appropriations for each budget unit for the next biennium, all distributed according to the prescribed classification of expenditures. Following the lists of actual and proposed expenditures of each budget unit there must be a brief explanation of the functions of the unit and comments on its policies and plans and on any considerable differences among the amounts recommended, with any descriptive, quantitative, comparative, and other data as to work done, unit costs, and like information as may be considered necessary or desirable. For capital outlay expenditures involving construction projects to be completed in two or more fiscal years, there must be shown the total estimated cost of each such project and the amount thereof recommended to be appropriated and expended in each ensuing fiscal year until completion of the project. Capital outlay needs may be projected for at least two years beyond the period covered by the budget. The detailed comparative statements of budget units under the control of the state board of higher education must include the same information presented for other budget units.