

## BUDGET PROCESS TIMETABLE FOR COMMUNITY BOARDS

*New York City's fiscal year (FY) - i.e., budget year - runs from July 1 of one calendar year through June 30 of the next. These two pages describe all the steps in the budget adoption process.*

- **June/July** - The budget process begins with district consultations between agency local service chiefs (Police Precinct Commanders, Sanitation Superintendents, etc.) and Community Boards (CBs) to discuss local service needs.
- **August** - CBs assess district needs and prepare District Needs Statements (a narrative description of their communities and their needs). CBs' District Needs Statements are submitted to the Department of City Planning.
- **By Aug. 15** - Fourteen major agencies submit a policy statement describing major goals and priority programs for the coming year to the Community Board Unit.
- **September/October** - CBs hold public hearings on budget priorities and district needs. In each borough, consultations are held between CBs and top managers of fourteen agencies that deliver local services.
- **By late October** - CBs submit their budget requests to OMB.
- **By early November** - OMB sends CBs' budget requests to agencies for evaluation while they prepare their departmental estimates (the agencies' budget requests for the coming year).
- **By Jan. 16** - In odd-numbered years, the City Planning Commission holds a public hearing on a draft of the Ten-Year Capital Strategy (a plan for how the capital budget should be used), to be submitted by the Mayor every two years.
- **By Jan. 16** - Release of the Mayor's Financial Plan and Preliminary Budget, which includes the departmental estimates. OMB sends the CBs the Register of Community Board Budget Requests (the submitted Board requests accompanied by agency funding recommendations). They are also available at <http://www.nyc.gov/omb>.
- **By Feb. 15** - CBs hold public hearings on the Preliminary Budget and send a Statement on the Preliminary Budget reflecting CB reaction and public testimony to the Mayor, City Council, Borough President and Borough Board.
- **By Feb. 25** - Borough Boards hold public hearings as a basis for their comments on the Preliminary Budget and for the Borough Presidents' recommended modifications to the Preliminary Budget.
- **By March 10** - Borough Presidents submit capital and expense budget allocations and modifications to Mayor for inclusion in Executive Budget.
- **By March 25** - City Council holds public hearings on Preliminary Budget.

- **By April 26** - Release of the Mayor's Executive Budget. OMB sends the CBs the Register of Community Board Budget Requests with OMB funding recommendations, and the proposed Community Development Statements of Objectives and Budget. They are also available at <http://www.nyc.gov/omb>.
- **By May 6** - Borough Presidents modify Executive Budget submissions when necessary.
- **By May 25** - City Council holds public hearings on Executive Budget.
- **By May 30** - OMB holds public hearing on the Community Development Grantee Performance Report (federal funds that are given to the City).
- **By June 5** - City Council adopts budget.
- **By June 21** - Mayor, Comptroller and City Clerk certify budget.
- **JULY 1 - FISCAL YEAR BEGINS.**
- **After July 1** - OMB sends the CBs the **Register of CB Budget Requests** with the final disposition of requests. They are also available at <http://www.nyc.gov/omb>.
- **By one month after budget adoption** - Agency heads for six programs submit plans for allocation of personnel and resources to Borough Presidents. Within 30 days of receiving such plans, Borough Presidents may propose a reallocation of staff and resources, providing the modification does not increase or decrease personnel or resources for any Community District by more than 5 percent.