



# 2016

## BUDGET BULLETIN

*Department of Budget & Management*

### ELECTED OFFICIALS, APPOINTED OFFICIALS AND DEPARTMENT HEADS

**Subject:** Budget Request Data

**Date Issued:** April 24, 2015

**Number:** 2016-2

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Please be informed that the data entry request for the 2016 budget began April 20, 2015. County departments will have until May 1, 2015 at 5:00p.m. to enter their requests.

This year, DBM will be meeting with departments to address any issues and concerns related to their budget. Those departments that do not request a budget will miss the opportunity to explain their situation and find a possible solution to their budget concerns.

If your department is experiencing issues that are impeding the budget request data entry, please contact our department and we will provide assistance for this process. Unfortunately, after May 1, the database will be close to allow enough time for DBM to analyze the requested budgets and schedule meetings with each department head/elected official.

For your reference, the Budget Request Program instructions have been posted on the County Web site under Department of Budget & Management; furthermore, DBM will be posting periodic budget development related updates to the web as deemed necessary.

If you have any questions please contact Dina Treviño or Dámaris SanMiguel at extensions 5405 and 5410 respectively. Thank you for your continuous cooperation.