



2016

BUDGET BULLETIN

Department of Budget & Management

ELECTED OFFICIALS, APPOINTED OFFICIALS AND DEPARTMENT HEADS

Subject: Re-opening of BAP

Date Issued: May 5, 2015

Number: 2016-3

Please be advised that the budget application program (BAP) will be re-opening for data entry. The budget program database was initially opened from April 20, 2015 thru May 1, 2015; however, in an effort to allow all departments to enter or revise their budget requests, access to the budget program database will be available through **May 12, 2015**. Departments will be able to access the program with the same user name and password created.

DBM appreciates your assistance in ensuring that your request for the 2016 Budget is done within the allowed time frame; as presented in previous budget bulletins, budget meetings with each county department will be held during the month of May. Budget Workshops and Public Hearing will be held between July and August and the process will culminate in September with the adoption of the FY 2016 Budget.

In addition, DBM encourages all departments to periodically visit the county website and select the 2016 Budget Process link located in the lower right hand side of the main page to keep up with the latest updates and information regarding the annual budget process.

Our office is available to provide support to any county department that may need assistance with entering their budget requests. If you have any questions please contact Dina Treviño or Damaris San Miguel at extensions 5405 or 5410 respectively.