

Date: June 18, 2009 **Item IV.**
To: Members, Board Planning, Program Development, and Budget Committee
From: Office of Finance
Subject: Time line for preparing the 2010 State Bar Budget

In August of 2002, the Board of Governors formally established a planning cycle whereby the Board adopts the annual budget at the last meeting of the Board year. The 2010 budget adoption cycle will differ from this past practice. During the March 2009 Board meeting, the Planning Committee voted to extend the adoption date for the 2010 budget to the November Board meeting. This action was taken by the Committee in recognition of the considerable uncertainty that continues to exist with the economy.

The Committee also recognized that the previous practice of adopting a budget six months before the beginning of the budget year may result in a budget that is “stale” before the budget year begins. This was particularly evident with the 2009 budget that was adopted in July 2008.

The November adoption date will allow staff to have at least six months actual financial data to work with before the budget process begins in earnest. We believe this extended adoption timeframe will allow for more current baseline data for the 2010 revenue projections.

Outlined below are anticipated key dates in the budget process. Because of the importance of this year’s budget, we ask that the Planning Committee or Budget Subcommittee meet with staff in late July or early August to discuss the assumptions to be incorporated into the budget.

- July 17 – Board of Governors sets mandatory fees for each mandatory fund.
- August 3 – Memo to budget liaisons on 2010 budget timeline; request updated information on 2008/2009 accomplishments, 2010 initiatives; performance measures and activity measures.
- August 17 - Departmental accomplishments/initiatives/performance/activity measure information due to Finance
- August 24 - Office of Finance updates the 3-year forecast of General Fund revenue and expenses.

- August 24 – Baseline budgets sent to budget liaisons
- August TBD – Meeting with Planning Committee (or subcommittee) about budget approach and assumptions
- September 14 – Departmental budget submissions due to Finance
- September 30 – Budget meeting with Senior Executive Team.
- October 5 – Budget information entered into budget system.
- October TBD – Meeting with Planning Committee to discuss budget.
- November 12 – Budget Adoption by Committee and Board