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**Policy:** Annual Budget Process**Adopted by Board of Park Commissioners:** May 2022

The Annual Budget Process is a year-round endeavor that establishes a methodical and organized approach for BPRYCS staff and commissioners to outline and advocate for department needs and associated funding from City Officials. Aligned with BPRYCS core values; commitment to Fiscal Stewardship, department staff strive to create a transparent, inclusive and responsible budget, that amplifies the voices of staff and stakeholders while achieving department objectives outlined in the master and strategic plans. The following Annual Budget Process is presented to the Finance Committee of the Board of Park Commissioners every May for review and adoption:

<b>Activity</b>	<b>Important Date(s)</b>
Leadership Team Strategic Retreat & Budget Kick-Off	August/September
Individual Division meetings to review 4-year spending trends and other budget analysis with the Assistant to the Superintendent & Deputy Superintendent	September
Equipment Needs & Project Workshop with Parks Crew	October
Community Stakeholder Engagement Meeting w/ Finance Committee	October
Final Division Budget Documents submitted to the Superintendent	November
Division Supervisors Budget Meetings with the Superintendent	November/December
Superintendent and Arts & Culture Supervisor present Arts & Culture Special Revenue budget to the Arts & Culture Commission	December
Superintendent and Youth & Community Services Supervisor present Youth & Community Services Division budget to the Youth Commission	December
Superintendent presents Parks & Recreation budget to Finance Committee of Board of Park Commissioners (second meeting scheduled if needed)	December
Superintendent presents Parks & Recreation budget to full Board of Park Commissioners for approval	December
Superintendent and Deputy Superintendent present budget to the City Comptroller & Finance Team	January/March
Budget Hearing Presentation to the Board of Finance	February/March/April
FY 23-24 Budget is adopted by the Board of Finance and the City Council	May
Fiscal Year begins and FY 23-24 Budget & CIP Funding becomes available	July