

## 2508 Budget Preparation

The Budget Division issues Biennial Budget Instructions to all agencies in the Executive Branch in January of every even numbered year and posts a copy of the instructions on the Budget Division website at <http://budget.state.nv.us>. The budget instructions contain detailed instructions on how agencies are to prepare their budget requests. The instructions also contain a timetable of important dates applicable to the even-numbered year in the biennium.

1. January – The Budget Division issues the Biennial Budget Instructions to agencies within the Executive Branch which transmits the Governor’s policies for the upcoming biennium, and includes time lines and detailed descriptions of the required elements of agency budget requests. The Budget Division also holds its biennial financial managers’ seminar to advise agency fiscal representatives of budget preparation policies and procedures.
2. February through September 1 - Pre-budget conferences are held between agencies and representatives from the Budget Division and, where applicable, the **Public Works Board Division** and the ~~Department of Information Technology Enterprise IT Service~~.
3. On or before September 1 - All agency budget requests are due to the Budget Division. One copy of the completed forms and all supporting documents must also be delivered directly to the Fiscal Analysis Division of the Legislative Counsel Bureau.
4. On or before October 15 - Agency budget requests are reviewed by the Budget Division. Agencies are scheduled for discussions in the office of the Director of the Department of Administration. Representatives of the Governor’s Office and the Fiscal Analysis Division of the Legislative Counsel Bureau are given advance notice of all meetings.
5. November through December 1 - Further agency budget hearings with the Director of the Department of Administration are held as scheduled by the assigned budget analyst. Representatives of the Governor’s Office and the Fiscal Analysis Division of the Legislative Counsel Bureau are given advance notice of all meetings.
6. December – Agency Executive Budget hearings are held with the Governor, if warranted.
7. End of December - Governor’s proposed Executive Budget is transmitted for Printing.
8. Governor’s proposed Executive Budget is transmitted to the Legislature not later than 14 calendar days before the commencement of the regular legislative session.
9. On or before the 19th calendar day of the regular legislative session, the Governor shall submit his legislative proposals necessary for implementing recommendations in the proposed budget or to carry out the Governor’s legislative agenda.

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