






FY2018 Budget Finance Calendar
Working Calendar

Original Date	Current Date	Fiscal Year	Reporting Process	Parties Responsible	Activity	SWG Action Step
September 14 - October 15	September 14 - October 15	FY2017	FY 2017 Reporting	D-O Participating Agencies	FY2017 Annual Report - Prepare text of milestones FY2018 Next Steps	Submit Content
October 11	October 12	FY2019	FY 2019 Budget Process	SWG	Budget Kick-Off	None
October 13 - October 18	October 13 - October 19	FY2019	FY 2019 Budget Process	GoTriangle	Project Request Template, Invoice Template	Review
October 24 - November 15 SENT October 31 - Still due November 15	October 24 - November 15 SENT October 31 - Still due November 16	FY2019	FY 2019 Budget Process	D-O Participating Agencies	FY2019 Project Requests created	Submit Project Requests
November 1	November 1	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q1 FY2018 Invoices due to GoTriangle.	Invoice/KPIs
By November 2 - CANCELLED BUT CONTACT GOTRIANGLE FOR ONE-ON-ONE SESSION BY NOVEMBER 15	By November 2 - CANCELLED BUT CONTACT GOTRIANGLE FOR ONE-ON-ONE SESSION BY NOVEMBER 15	FY2019	FY 2019 Budget Process	D-O Participating Agencies	FY2019 Budget Work Session.	
Nov 16 - Dec 10		FY2019	FY 2019 Budget Process	GoTriangle	Revenue assumptions per DO Agency - Calculate and Distribute	Distribute to SWG
November 29	November 29	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 Q1 Progress and Financial Report produced for all agencies.	n/a
December 1	December 1	FY2017	FY 2017 Reporting	GoTriangle/Durham/Orange	FY2017 Annual Report	none
December 11	January 25	FY2019	FY 2019 Budget Process	SWG	FY2019 Workplan - Project Prioritization (Delayed)	Project Prioritization
December 13	December 13	FY2017	FY 2017 Reporting	GoTriangle/Durham/Orange	Present FY 2017 Annual Durham Orange Transit Report.	None

Legend	
	Past
	Due Date is TBD
	SWG Meeting
	SWG action step
	No actions by SWG

FY2018 Budget Finance Calendar
Working Calendar

Original Date	Current Date	Fiscal Year	Reporting Process	Parties Responsible	Activity	SWG Action Step
January 31	January 31	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q2 FY2018 Invoices due to GoTriangle.	Invoice/KPIs
	February 14		D-O SWG	SWG	Meeting	Chapel Hill Public Library, 2 pm
Dec 22 - Jan 2	February 15 - February 28	FY2019	FY 2019 Budget Process	GoTriangle	Draft FY 2019 Work Plan distributed to D-O Agencies for Review and Comment.	Workplan and Supporting Memos
January 8	March 2	FY2019	FY 2019 Budget Process	SWG	FY2019 Draft Workplan Released	Resolutions to Adopt
January 9 - March 9	March 2 -April 13	FY2019	FY 2019 Budget Process	Public Comment	Public Comment Period (45 days). <i>Formal presentations of the FY 19 proposed budget to the DCHC, Durham County and Orange County Boards.</i>	none
February 28	February 28	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 Q2 Progress and Financial Report produced for all agencies.	Progress Report
	March 14		D-O SWG	SWG	Meeting	Durham City Hall, 1pm
March 10 - April 11	April 17	FY2019	FY 2019 Budget Process	GoTriangle	FY2019 Work Plan adjusted per comments received	Workplan Revisions, Memos
none	April 11-25	FY2019	FY2019 Service Agreements	DCHC MPO / GoTriangle	Service Agreements signed by all parties	Develop and Execute Service Agreements
April 25	April 25	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q3 FY2018 Invoices due to GoTriangle.	Invoice/KPIs
April 25	April 25, 10:30am	FY2019	FY 2019 Budget Process	SWG Admin	FY2019 Work Plan to GoTriangle Operations & Finance	Present for Recommendation
May 23	May 23	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 Q3 Progress and Financial Report produced for all agencies.	Progress Report
May 23	May 23	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan - GoTriangle Public Hearing	Public Hearing
none	May 1 or 15	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan - Orange CC Public Hearing	Public Hearing
none	May 14 or June 11	FY2019	FY 2019 Budget Process	Durham CC	FY 2019 Work Plan - Public Hearing	Public Hearing
none	May 9	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan - MPO Board Public Hearing	Public Hearing
By June 30	By June 30	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan and FY2019 Budget for GoTriangle Budget (D-O Operating and Capital Ordinances).	Adoption
July 1 - September 15	July 1 - September 15	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q4FY2018 Invoices due to GoTriangle.	Invoice/KPIs
September 16 - October 15	September 16 - October 15	FY2018	FY 2018 Reporting	D-O Participating Agencies	FY2018 Annual Report - Prepare text of milestones FY2019 Next Steps	Submit Content
November 14	November 14	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 4th Quarter Progress and Financial Report produced for all agencies.	Progress Report