



MENOMINEE INDIAN TRIBE OF WISCONSIN

P.O. Box 910
Keshena, WI 54135-0910

FY 2013 Tribal Budget Process Schedule

Development of the Fiscal Year 2013 Tribal Budget, which will cover the year beginning October 1, 2012 and ending on September 30, 2013, will begin on April 2, 2012. The following tentative schedule shows key milestones and dates that will guide the Tribe's Budget and Finance Committee (B&FC) in the development of the FY2013 Budget:

DEVELOPMENT OF REVENUE BUDGET			
#	Date*	Activity	Performed By
1.	Mon., April 2, 2012	Deadline for Finance to send 3-year historical data on revenues to department/entities in developing revenue projections.	Finance
2.	Mon., April 2, 2012	Requests for revenue projections sent to departments, programs, and businesses.	Administration
3.	Mon., April 16, 2012	Deadline to submit revenue projections and supporting documentation to Administration.	Departments/ Entities
4.	Tues., May 15, 2012	Deadline for Administration to compile revenue projections and send a report to B&FC.	Administration
5.	Tues., May 15, 2012	B&FC meets or schedules a meeting to review and/or accept revenue projections for FY2013. B&FC may alternatively schedule more meetings or schedule interviews with departments submitting projections.	B&FC
6.	Thu., June 21, 2012	Menominee Tribal Legislature (MTL) reviews and approves revenue projection.	MTL
DEVELOPMENT OF EXPENSE BUDGET			
#	Date*	Activity	Performed By
1.	Mon., June 4, 2012	Deadline for Finance to send 3-year historical data on expenses to departments/entities and the B&FC.	Finance
2.	Mon., June 4, 2012	Administration sends Tribal Budget Applications to departments/entities.	Administration
3.	Mon., June 18, 2012	Deadline to submit Tribal Budget Applications to Administration.	Departments/ Entities
4.	Mon., July 9, 2012	Deadline for Administration to send expense projections and applications to B&FC.	Administration
5.	Mon., July 9, 2012	B&FC meets or schedules a meeting to review and/or accept expense projections for FY2013. B&FC may alternatively schedule more meetings or schedule interviews with departments/applicants submitting applications.	B&FC
6.	Thu., August 2, 2012	MTL approves 1 st reading of Budget Ordinance.	MTL
7.	Thu., August 16, 2012	MTL holds public hearing on Budget Ordinance and approves budget.	MTL
8.	Thu., September 20, 2012	Deadline for the MTL to approve the Budget Ordinance, if not previously adopted.	MTL

*Dates subject to change due to meeting conflicts or the need for additional hearings/meetings.

Please note that the Department of Administration will make the FY2013 Tribal Budget application available on Monday, June 4, 2012. Electronic copies of the application will be distributed to departments via e-mail. They will also be available on the Tribe's website at www.menominee-nsn.gov. Administration can also send applications to e-mail addresses or via mail on diskette if a request is sent to the Department of Administration. Attn: Jeremy Weso, Administrative Manager, at P.O. Box 910, Keshena, WI 54135, or via phone (715) 799-5154, fax (715) 799-4525, or email to nmiller@mitw.org.