

# AGENDA ITEM

## **ITEM III.B. NOV 19**

DATE: November 19, 2015

TO: Members, Planning and Budget Committee  
Members, Board of Trustees

FROM: Leah Wilson, Chief Operating Officer

SUBJECT: 2016 – 2018 Budget Time Line/Cycle and Process

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The Office of Finance has begun the annual budgeting process for fiscal year 2016. Meetings are being held with each of the Bar's service areas to review their current organizational chart, cost center income and expenses to develop a baseline for 2016, and identify contracts in excess of \$75,000 that are outside the normal course of business.

The 2016-2018 budget will be finalized for the Planning and Budget Committee's review by mid-January. The final budget document will be submitted to the Board of Trustees for adoption at its Planning Session, January 31 - February 2 , and once approved, will be submitted to the Legislature by February 12, 2016.