

**The State Budget Process**  
**Starting in the Year Prior to a New Biennium (two year budget cycle)**

<b>Date</b>	<b>Action</b>
By July 15th of even # year	The Department of Administrative Services [DAS] issues forms and instructions to be used by state agencies for their budget requests
Sept. 15th	Budget requests in the proper format are due in to DAS Budget
September to January	Legislative fiscal analysts review the requests and preparing briefing documents to be used later with the Legislature's Appropriations Committee  DAS Budget analysts review the requests, and work with the Governor and his staff toward creating the Governor's budget recommendations
Early Legislative Session	The Governor's proposed budget for state agencies must be submitted to the Legislature by January 15th, except in the first year of an administration, in which case the proposal must be submitted prior to February 1st.  Budget bill(s) are typically introduced by the Speaker of the Legislature on behalf of the Governor. Appropriation bills are then referred to the Appropriations Committee.
January & February	The Appropriations Committee meets with the Legislative Fiscal Office staff to review and discuss the staff analysis of each agency budget request
March	The Appropriations Committee conducts public hearings on the agency budgets
April	The Appropriations Committee meets to review all preliminary decisions, information obtained during the hearings, and other information brought to its attention. By this time the negotiated wage rates and benefits are sufficiently known to allow an estimate of the impact on agency budgets. Legislative fiscal staff writes the budget bill(s) to be offered
April & May	Budget bills follow a process similar to other bills in that they start in General File, are subject to amendment, and debate. Most appropriations bills contain the emergency clause, requiring 33 votes for passage.
Late May	Appropriations bills have passed the Legislature and been sent to the Governor.  The Governor has 5 days to sign, not sign, or line-item veto lines of appropriation.  Within 1 day of the return of line-item vetoes, the Appropriations Committee must report on the impact of the vetoes.  The Legislature may override the veto—to do so requires 30 votes.
July 1 of odd number year	New Biennium Begins.  Appropriation s bills take effect July 1st if passed with emergency clause—if no emergency clause, they take effect three calendar months after the end of the legislative session.