

Bronx Community Board 8 Capital & Expense Agency-Allocation Budget Cycle

Introduction

The Capital & Expense Agency Allocation Budget process is an important way that Bronx Community Board 8 (CB8) serves the people of our district. The process includes (1) **assessing** the needs of the district, (2) **prioritizing** these needs, and (3) **advocating** for the necessary funding, both capital (generally longer term and greater than \$30,000) and expense items and services expenditures.

The Budget Chair guides the other committees’ chairpersons and members through the process, represents CB8 in budget allocation meetings with city agencies and leads community budget hearings. The CB8 District Manager and Budget Chair document our assessments and prioritized needs by preparing a Statement of Community District Needs.

Budge Cycle Time Period

New York City’s fiscal year (FY) runs from July 1st through June 30th. In the current fiscal year (i.e., now - FY+0), the city is spending funds as allocated to city agencies in the prior year. During the current year, the city confirms the city’s budget and CBs comment on funding allocations for the upcoming fiscal year (FY+1). Also during the current year, CBs plan and prepare their prioritized funding requests for the following “planning” fiscal year (FY+2). As illustrated below, the majority of CB8’s capital and expense actions during the current year focus on planning two fiscal years ahead.

FY=0	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY+1								H				
FY+2	BPM	SDN	AM	H								

H=Public Hearing / BPM=Borough Planning Meetings / SDN=Statement of Community District Needs/ AM=Agency Meetings

Over the summer and early fall, consultations with city agency leadership help to refine CB8’s budget requests. Refer to the attached calendar template for a more detailed illustration of the budget schedule.

Needs Assessment

An assessment of conditions and needs in the district form the basis of CB8’s budget requests. Assessing conditions and needs is an ongoing process and includes an inventory of conditions, demographic information, existing resources and programs, community complaints as well as the representative knowledge of board members. The budget planning process is an opportunity to validate and update the district’s needs with all stakeholders and to prioritize those needs across functions in order to advocate for funding where it is most needed in our communities.

Bronx Community Board 8
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Calendar Template

For Illustration Only
Schedule Subject to Change

CALENDAR YEAR	Upcoming Fiscal Year – (FY+1) (shaded rows) Planning Fiscal Year (FY+2)
Jan 31	Mayor's Budget/Agency responses to CB FY+1 submission; CB Committee comments/responses sent to CB office/Budget Chair
Jan	Committees include new FY+2 budgets as new topic to monthly agenda; encourage members to bring budget ideas to February Committee meetings
Feb (week 1) Feb (week 2) Feb 15	- CB8 Exec Committee generates summary response reflecting committee responses; publishes to community - CB8 Budget Hearing to solicit community input to Executive Comm. (immediately preceding Feb Board meeting) - CB8 sends the resulting CB8 response letter to NYC Office of Management & Budget (OMB)
February	Committees solicit/discuss FY+2 ideas
March	Committees develop a preliminary list of capital budget and expense budget priorities
April Apr 31	- Committees finalize list of capital and expense budget priorities - Chairs forward their list of priorities to CB8 office and Budget Chair
May (week 1) May (week 2)	- Budget Chair develops preliminary prioritization of CB8 capital and expense budget lists from submitted committee lists; distributes to chairs to discuss at May CB8 Exec meeting - Budget Chair presents Exec-reviewed budget priorities at board meeting
June	Exec/CB8 approve draft budget priorities list at June board meeting
July	Borough CBs planning meeting attended by DM, Budget Chair and (optional) CB8 Chair
August	District Manager and Budget Chair prepare Statement of Community District Needs
September	NYC agencies meeting with Bronx community boards' leadership, including DMs, Budget Chairs and (optional) CB Chairs
Oct (week 1) Oct (week 2) Oct 31	- Discuss CB8 FY+2 final Capital and Expense Budget priorities at Exec for presentation at public hearing immediately preceding Oct Board meeting - Approve priorities at board meeting following public hearing - Submit to Borough President's office