

MASTER BUDGET CALENDAR*

Fiscal Year 2019-20

November 15	CAO creates Countywide Salary & Benefits Projection; Distribute Department Projections
December 10	Budget Workshop for Budget Staff - Budget Instructions & Forms Available (\$29042)
Jan 7, 2019	FENIX Baseline Budget Projection Available; Level 2 Budget available for Department budget request development & entry (\$29040)
Jan 18	FY 2018-19 Mid-year information due to CAO
Jan – Feb, 2019	Department Briefings at Board Meetings
Feb 1	Completed Salary & Benefit Projections, IT & Capital requests due to CAO
Feb 26	Target for FY 2018-19 Mid-Year report presented to the Board
Feb 22	Completed Department budget packages due to the CAO by 5:00 p.m. FENIX Budget Level 2 Budget closed & rolled to Level 3; system “closed” to Departments for budget entry. (\$29040, \$29060)
Week of Mar 4	CAO Staff budget meetings with Departments – Presentation of Requests
Week of Mar 18	Functional Group budget meetings – Budget Requests & Major Issues (\$29060)
April 1	FENIX Budget Level 3 closed & rolled to Level 4 – CAO Adjustments only
Apr 22	Budget Special Board Meeting
June 1	Recommended Budget available (\$29081)
June 17	Budget Hearing and Board approval of Recommended Budget (\$29064; \$29065)
By June 30	Recommended Budget soft-posted to General Ledger
Aug - Sept	Books close for FY 2018-19 – FENIX Budget open for adjustments to fund balance. (\$29083)
Sep 24	Adoption of FY 2019-20 Adopted Budget Resolution
By Sept 30	Adopted Budget hard-posted to General Ledger

**As of 1/15/19. Please note these dates are subject to change and will be updated as needed.*