

## MASTER BUDGET CALENDAR

### Fiscal Year 2022-23

December 8	Budget Workshop for Budget Staff—Budget Instructions & Forms Available (§29042)
Mid December	CAO to Distribute Salary & Benefits Department Projections
Jan 14	FY 2021-22 Mid-year information due to CAO
Jan 21	Completed Salary & Benefit Projections and Supplemental Requests due to CAO. Personnel requests due to Human Resources.
Feb 18	Completed Department budget packages due to the CAO by 5:00 p.m. (§29040, §29060)
Feb 22	Target for FY 2021-22 Mid-Year report presented to the Board
Week of March 7	CAO Staff budget meetings with Departments – Presentation of Requests
Week of Mar 14	Functional Group budget meetings with Ad Hoc Committee– Budget Requests & Major Issues (§29060)
Apr 25	Budget Special Board Meeting
May 20	Completed Budget Book sent to Printer
May 27	Recommended Budget available to public, 10 days prior to Budget Hearing (§29080)
June 6	Budget Hearing and Board approval of Recommended Budget (§29064; §29065)
June 14	Personnel Allocation Resolution to Board for approval
By June 30	Department updates for year-end projection of fund balances
Aug - Sept	Books close for FY 2021-22 – FENIX open for necessary adjustments. These changes will generally be limited to adjustments to fund balance. (§29083)
Sept 20	Adopted Budget Board Meeting
Sept 27	Adoption of FY 2022-23 Adopted Budget Resolution (§29088, §29090)

Revised: September 23, 2021