

# MASTER BUDGET CALENDAR

## Fiscal Year 2021-22

Dec 1	CAO to Distribute Salary & Benefits Department Projections Budget Workshop for Budget Staff - Budget Instructions & Forms Available (\$29042) FENIX Baseline Budget Projection Available; Level 2 Budget available for Department budget request development & entry (\$29040)
Jan 12	BOS Budget Workshop & Road Fund
Jan 15	FY 2020-21 Mid-year information due to CAO
Jan 22	Completed Salary & Benefit Projections and Supplemental Requests due to CAO
Feb 2	Law & Justice / HHSa Department Briefings at Board Meeting
Feb 8	General Government & Land Use Department Briefings at Board Meeting
Feb 19	Completed Department budget packages due to the CAO by 5:00 p.m. (\$29040, \$29060)
Feb 23	Target for FY 2020-21 Mid-Year report presented to the Board
Week of Mar 1	CAO Staff budget meetings with Departments – Presentation of Requests
Week of Mar 15	Functional Group budget meetings with Ad Hoc Committee– Budget Requests & Major Issues (\$29060)
March	BOS CalPERS Workshop
April 1	FENIX Budget Level 3 closed & rolled to Level 4 – CAO Adjustments only
Apr 19	Budget Special Board Meeting
May 21	Completed Budget Book sent to Printer
May 28	Recommended Budget available to public, two weeks prior to Budget Hearing (\$29081)
June 7	Budget Hearing and Board approval of Recommended Budget (\$29064; \$29065)
By June 30	Recommended Budget soft-posted to General Ledger & update on year-end projection of General Fund, Road Fund and Realignment
Aug - Sept	Books close for FY 2020-21 – FENIX open for necessary adjustments. These changes will generally be limited to adjustments to fund balance. (\$29083)
Sep 28	Adoption of FY 2021-22 Adopted Budget Resolution (\$29088, \$29090)
By Sept 30	Adopted Budget hard-post to General Ledger by budget transfer

Revised: January 4, 2020