

MASTER BUDGET CALENDAR

Fiscal Year 2018-19

Nov. 14	Master Budget Calendar and Updated Budget Policies to Board of Supervisors
Nov. 15	BPREP 210 Process Begins – Salary & Benefits report available for Department review/update
Nov. 17	Initial FY 2018-19 Budget & Process Discussion @ Department Head Meeting
Dec. 11	BPREP 210 Process – Salary and Benefits report due back to Karen Feathers (CAO office)
Dec. 13	Budget Workshop for Budget Staff (11:00 a.m., Planning Commission Meeting Room) Budget Instructions & Forms Available (\$29042)
Jan. 2	FENIX FINANCIAL SYSTEM GO-LIVE (Actuals loaded in FENIX)
Jan. 19	FY 2017-18 Mid-Year information due to CAO (Format to be determined)
Jan. – Feb.	Department Presentations – To be scheduled during Regular Board Meetings
Feb. 20	Personnel, IT & Capital request forms due to CAO with Copy to Responsible Department
Feb. 27	FY 2017-18 Mid-Year Report presented to the Board
Feb. 28	Completed Department budget packages due to CAO by 5:00 p.m. BPREP closed to Departments for budget entry (\$29040, \$29060)
Week – Mar. 5	CAO Liaison Budget Meetings with Departments, Departments present Budget Requests
Week – Mar. 19	Functional Group budget meetings – Budget Requests & Major Issues
Apr. 9	Budget Special Board Meeting; Will carry over to Apr. 10 if necessary
June 1	Recommended Budget available (\$29081)
June 18	Budget Hearing and Board approval of Recommended Budget (\$29064; \$29065)
By July 1	Recommended Budget posted to FENIX
Aug. 18	Tentative – Books close for FY 2017-18
By Oct. 2	Adoption of Budget & Budget Resolution, on or before October 2