

# El Dorado County

## MASTER BUDGET CALENDAR

### Fiscal Year 2020-21

November 12	Budget Workshop for Budget Staff – Budget Instructions & Forms Available (\$29042);  CAO to Distribute Salary & Benefit Department Projections; and  FENIX Baseline Budget Projection Available; Level 2 Budget available for Department budget request development & entry
Jan 17, 2020	FY 2019-20 Mid-year information due to CAO
Jan 27	Completed Salary & Benefit Projections, New/Revised Position Requests, Information Technologies, and Facility/Capital requests due to CAO; Departments to send copy to respective Service Departments (i.e., HR, IT, Facilities)
Jan – Feb, 2020	Department Briefings at Regularly Scheduled Board Meetings
Feb 21	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)
Feb 18	Target for FY 2019-20 Mid-Year report presented to the Board
Week of Mar 9	CAO Staff budget meetings with Departments – Presentation of Requests
Week of Mar 16	Functional Group budget meetings, with Budget Adhoc Committee – Budget Requests & Major Issues
April 1	FENIX Budget Level 3 closed & rolled to Level 4 – CAO Adjustments only
Apr 13	Budget Special Board Meeting
May 19	Completed Budget Book sent to Printer
May 26	FY 2020-21 Recommended Budget available to public, two weeks prior to Budget Hearing (\$29065, \$29080)
June 8	Budget Hearing and Board approval of Recommended Budget (\$29063; \$29064 \$29080, \$29082)
By June 30	Recommended Budget soft-posted to General Ledger
Aug - Sept	FY 2019-20 Books close, final Fund Balance amounts available
Sep 22	Adoption of FY 2020-21 Adopted Budget Resolution (\$29088, \$29090)
By Sept 30	Adopted Budget hard-posted to General Ledger