

# MASTER BUDGET CALENDAR

## Fiscal Year 2023-24

December 7	Budget Workshop for Budget Staff—Budget Instructions & Forms Available (\$29042)
Mid December	CAO to Distribute Salary & Benefits Department Projections
Jan 13	FY 2022-23 Mid-Year information due to CAO
Jan 20	Completed Salary & Benefit Projections and Supplemental Requests due to CAO. Personnel requests due to Human Resources.
Feb 17	Completed Department budget packages due to the CAO by 5:00 p.m. (\$29040, \$29060)
Feb 28	Target for FY 2022-23 Mid-Year report presented to the Board
Week of Mar 13	Functional Group budget meetings with Ad Hoc Committee– Budget Requests & Major Issues (\$29060)
Apr 18	Budget Special Board Presentation
May 19	Completed Budget Book sent to Printer
May 26	Recommended Budget available to public, 13 days prior to Budget Hearing (\$29080)
June 8	Budget Hearing and Board approval of Recommended Budget (\$29064; \$29065)
June 20	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 2022-23 – FENIX open for necessary adjustments. These changes will generally be limited to adjustments to fund balance. (\$29083)
Sept 19	Adopted Budget Board Meeting
Sept 26	Adoption of FY 2023-24 Adopted Budget Resolution (\$29088, \$29090)