

El Dorado County  
**MASTER BUDGET CALENDAR**

**REVISED MARCH 30, 2020**

**Fiscal Year 2020-21**

|                          |  |
|--------------------------|--|
| <i>November 12</i>       | <i>Budget Workshop for Budget Staff – Budget Instructions &amp; Forms Available (\$29042);<br/><br/>CAO to Distribute Salary &amp; Benefit Department Projections; and<br/><br/>FENIX Baseline Budget Projection Available; Level 2 Budget available for Department budget request development &amp; entry</i> |
| <i>Jan 17, 2020</i>      | <i>FY 2019-20 Mid-year information due to CAO</i>  |
| <i>Jan 27</i>            | <i>Completed Salary &amp; 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)</i>  |
| <i>Jan – Feb, 2020</i>   | <i>Department Briefings at Regularly Scheduled Board Meetings</i>  |
| <i>Feb 21</i>            | <i>Completed Department budget packages due to the CAO by 5:00 p.m. FENIX Budget Level 2 Budget closed &amp; rolled to Level 3; system “closed” to Departments for budget entry. (\$29040, \$29060)</i>  |
| <i>Feb 18</i>            | <i>Target for FY 2019-20 Mid-Year report presented to the Board</i>  |
| <i>Week of Mar 9</i>     | <i>CAO Staff budget meetings with Departments – Presentation of Requests</i>   |
| <i>Week of Mar 16</i>    | <i>Functional Group budget meetings, with Budget Ad Hoc Committee – Budget Requests &amp; Major Issues</i>   |
| <i>April 10</i>          | <i>FENIX Budget Level 3 closed &amp; rolled to Level 4 – CAO Adjustments only thereafter</i>   |
| <del><i>Apr 13</i></del> | <del><i>Budget Special Board Meeting</i></del>   |
| <i>May 26</i>            | <i>Completed Budget Book sent to Printer</i>   |
| <i>June 8</i>            | <i>FY 2020-21 Recommended Budget available to public</i>   |
| <i>June 23</i>           | <i>Board approval of Recommended Budget at Regular Board Meeting</i>   |
| <i>By June 30</i>        | <i>Recommended Budget soft-posted to General Ledger</i>  |
| <i>Aug - Sept</i>        | <i>FY 2019-20 Books close, final Fund Balance amounts available</i>  |
| <i>Sep 14</i>            | <i>Special Board Meeting for FY 2020-21 Budget Hearing</i>   |
| <i>By Sept 30</i>        | <i>Adoption of FY 2020-21 Budget Resolution &amp; Adopted Budget hard-posted to General Ledger</i>   |

*Created September 28, 2019*

*Revised March 31, 2020*

*Note: Items in Italics have been completed.*