

MASTER BUDGET CALENDAR

Fiscal Year 2022-23

December 8	Budget Workshop for Budget Staff—Budget Instructions & Forms Available (\$29042)
Mid December	CAO to Distribute Salary & Benefits Department Projections
Jan 14	FY 2021-22 Mid-year information due to CAO
Jan 21	Completed Salary & Benefit Projections and Supplemental Requests due to CAO. Personnel requests due to Human Resources.
Feb 18	Completed Department budget packages due to the CAO by 5:00 p.m. (\$29040, \$29060)
Feb 22	Target for FY 2021-22 Mid-Year report presented to the Board
Week of March 7	CAO Staff budget meetings with Departments – Presentation of Requests
Week of Mar 14	Functional Group budget meetings with Ad Hoc Committee– Budget Requests & Major Issues (\$29060)
Apr 25	Budget Special Board Meeting
May 20	Completed Budget Book sent to Printer
May 27	Recommended Budget available to public, 11 days prior to Budget Hearing (\$29080)
June 7	Budget Hearing and Board approval of Recommended Budget (\$29064; \$29065)
June 14	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 2021-22 – FENIX open for necessary adjustments. These changes will generally be limited to adjustments to fund balance. (\$29083)
Sept 20	Adopted Budget Board Meeting
Sept 27	Adoption of FY 2022-23 Adopted Budget Resolution (\$29088, \$29090)

Revised: May 10, 2022