

El Dorado County
MASTER BUDGET CALENDAR

REVISED MARCH 30, 2020

Fiscal Year 2020-21

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| <i>November 12</i> | <i>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</i> |
| <i>Jan 17, 2020</i> | <i>FY 2019-20 Mid-year information due to CAO</i> |
| <i>Jan 27</i> | <i>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)</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 & 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 & Major Issues</i> |
| <i>April 10</i> | <i>FENIX Budget Level 3 closed & rolled to Level 4 – CAO Adjustments only thereafter</i> |
| <i>Apr 13</i> | <i>Budget Special Board Meeting</i> |
| <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 & Adopted Budget hard-posted to General Ledger</i> |

Created September 28, 2019

Revised March 31, 2020

Note: Items in Italics have been completed.