



## 2009-10 MASTER BUDGET CALENDAR

### RECOMMENDED BUDGET CALENDAR OF DATES

- ◆ **January 6, 2009** – Board of Supervisors review and approval of Budget Calendar and CEO as Budget Officer
- ◆ **February 6, 2009** – Departments submit 2<sup>nd</sup> quarter mid-year reports to CEO
- ◆ **February 9-13, 2009** – Department Budget Meetings for discussion of mid-year review with CEO Office (if applicable)
- ◆ **February 23, 2009** – CEO presentation of 2<sup>nd</sup> quarter mid-year Budget report for 2008-09 to Board of Supervisors. 2009-10 Budget Kick-off with preliminary discussion on Board budget priorities including capital improvements and special projects, and presentation of Governor's January State Budget and Federal Budget impacts for 2009-10
- ◆ **March 4, 2009** – Executive Team meeting regarding February 23, 2009 presentation on mid-year Budget report and Board budget priorities
- ◆ **March 11-12, 2009** – Distribution of Memo and Budget instructions via E-mail to Departments **March 11, 2009**. Discussion and review of Budget process and instructions (Board Chambers) 3 p.m. **March 12, 2009**
- ◆ **March 16, 2009** – CEO will electronically distribute Budget narratives and grants narratives templates to departments for revisions
- ◆ **March 26, 2009** – I.S. and Buildings & Grounds Division requests are submitted from Departments for structural and capital improvements, computer replacement and fixed assets requests.
- ◆ **April 7, 2009** – Presentation of fee hearings and County fee increases



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- ◆ **April 13, 2009** – Departmental Budget requests worksheets through finance system are submitted to CEO and Auditor. Capital projects, maintenance projects, and replacement on vehicles and computers to be submitted by GSA to CEO for review. CEO to review requests with Departmental follow up on information as needed
- ◆ **April 20-April 27, 2009** – Departments submit revised narrative templates to CEO. CEO Budget conferences with Departments
- ◆ **May 15, 2009** – Auditor to revise requested budgets in the finance system and submit revised Schedules to CEO per CEO recommendations
- ◆ **May 18, 2009** – Board of Supervisors review and discussion of CEO presentation of 3<sup>rd</sup> quarter Budget report for 2008-09 and 2009-10 revenue projection update, State and Federal Budget impacts with Governor's May Revise and debts, liabilities and special funds
- ◆ **June 9, 2009** – Board of Supervisors review CEO presentation of Recommended Budget Worksheet and review of Board budget priorities and Policy discussion
- ◆ **June 17, 2009** – Final revisions to Recommended Budget to be done and to COB
- ◆ **June 23, 2009** – Recommended Budget submitted to Board for approval with supplemental documents
- ◆ **June 30, 2009** – Availability of Recommended Budget noticed and posted on web page



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### ADOPTED BUDGET CALENDAR OF DATES

- ◆ **August 4-21, 2009** – Continue discussions and meetings with Departments as needed. Executive Office to develop Adopted Budget worksheet with possible new projections of revenue anticipated for Budget Hearings. Tax Rates to be submitted by Auditor/Controller for approval and adoption by Board of Supervisors
- ◆ **August 31-September 1, 2009** – Budget Hearings – CEO to provide presentation of Adopted Budget worksheet. Presentation of State Budget impacts, with auditor final revenue projections and worksheet on closeout of 08-09 actual department budgets for Board approval.
- ◆ **September 15, 2009** – CEO and Auditor to submit resolution for Adopted Budget. Human Resources to submit position allocation table and resolution. Board to adopt Final Budget.
- ◆ **September 15 - October 2, 2009** – Auditor to submit schedules to CEO. CEO to finalize Adopted Budget documents for publishing. Gann Limit Appropriations to be submitted by Auditor/Controller for approval and adoption by Board of Supervisors
- ◆ **October 9, 2009** – Adopted Budget documents submitted for publication to print shop.
- ◆ **October 19, 2009** – Adopted Budget book available for departments. News release and Department e-mail and posting on Web by November 1, 2009

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