

DEADLINE	FY 2023-24 RECOMMENDED BUDGET PROCESS (Subject to change)	ASSIGNED
1/1-31/2023	Preparation of instructions for submitting revenue/expenditure requests for the FY 2023-24 Proposed Budget.	CAO
01/16/2023	ISF Departments meet with Auditor-Controller to review rates and working capital reserves.	ISF Depts., Auditor-Controller
02/03/2023	Rates for ISFs, Opportunity Center, Personnel, and the Auditor-Controller due to CAO on CAO's Rate Sheet.	ISF Depts., Auditor-Controller, Personnel, OC
02/09/2023	9:00am Kick-Off Meeting for the FY 2023-24 Recommended Budget.	CAO, Auditor-Controller
03/06/2023	Position Change Forms due to CAO Analyst.	Departments
03/08/2023	CEO/Support Services meet with Department Heads to review Position Change Forms as needed.	Departments, CAO, Support Services
03/08/2023	Capital Asset Request Forms due to CAO Analyst.	Departments
03/15/2023	Departments upload INITIAL documents to E- Budgets folder. Notify via email CAOBudget@co.shasta.ca.us once uploaded.	Departments
03/22/2023	Auditor-Controller uploads Budget Worksheets into ONEsolution.	Auditor-Controller
03/27/2023	Personnel provides current position allocation list and under-filled/vacant list to CAO Analysts.	Personnel
03/29/2023	Departments upload FINAL to E- Budgets folder. Notify via email CAOBudget@co.shasta.ca.us once uploaded.	Departments
3/31-4/10/2023	CAO Analysts conduct meetings with Department Heads regarding budget requests as needed.	CAO
04/11/2023	Deadline for CAO's Recommendations; add/deletes for position allocation recommendations to Personnel.	CAO
04/17/2023	Deadline for Department Heads to submit appeal of CAO's Recommendations to the CEO.	Departments
4/21 & 4/24/2023	CEO meets with Department Heads if appealing CAO's Recommendations.	CAO
04/25/2023	Deadline for written Department Head appeals of CAO's Recommendations for inclusion in the budget message to the BOS.	Departments
04/28/2023	Final deadline for submitting final CAO recommendations, reconciliations to balance FY 2023-24 Proposed Budget to staff for data entry.	CAO
05/12/2023	Deadline for tabulation of Proposed Budget and completion of summary schedules.	Auditor-Controller
05/12/2023	CAO Analysts complete edits to budget unit narratives and forward message. (Will need summary schedules from Auditor-Controller).	CAO
05/12/2023	Reconciliation of personnel changes included in the budget.	CAO, Personnel
05/19/2023	Publish Notice that Recommended Budget is available to Public and Final Budget Hearings. (Reference-Gov. Code 29080). Budget narratives available in lobby and on-line.	CAO, COB
06/01/2023	Salary Resolution adopting personnel changes approved in the recommended budget due to CAO.	Personnel
06/06/2023	Budget Hearings commence (not to exceed 14 days, Reference-Gov. Code 2908).	CAO, All
6/07-13/2023	Finalize budget documents – incorporate any changes required by Board of Supervisors' action during budget hearings.	CAO, Auditor-Controller
06/13/2023	Novus deadline of Resolution adopting the FY 2023-24 Final Budget and corresponding Salary Resolution.	CAO, Personnel
06/27/2023	Board of Supervisors adopt the FY 2023-24 Budget and corresponding Salary Resolution.	CAO, Auditor-Controller, BOS
11/1-30/23	Review BOS approved adjustments and tabulate Adopted Budget; produce Budget documents for printing.	CAO, Auditor-Controller
12/01/2023	Auditor-Controller to submit to Clerk of the Board and State-Controller. (Reference-Gov. Code 29093, and Policy Manual 2-102). Budget book posted to the website.	CAO, Auditor-Controller
12/22/2023	FY 2023-24 Adopted Budget returned from printers. Post public copy in lobby.	CAO

DEADLINE	FY 2023-24 RECOMMENDED BUDGET PROCESS (Subject to change)	ASSIGNED
12/22/2023	Preparation of instructions for completing the FY 2023-24 Mid-Year Review.	CAO
12/22/2023	Distribution of instructions to Departments for completing FY 2023-24 Mid-Year revenue/expenditure projections.	CAO
01/19/2024	Deadline to submit FY 2022-23 Mid-Year report to the CEO.	Departments
1/22-26/2024	Operational Review Meetings (ORM) with Departments to review Mid-Year reports.	Departments/CAO
1/29-2/9/2024	Analysis of Mid-Year budget data submitted by Departments.	CAO
02/13/2024	Preparation of Mid-Year report. Deadline to upload to Novus.	CAO
02/27/2024	Present Mid-Year Budget Review to Board of Supervisors.	CAO