

SHASTA COUNTY BUDGET ADOPTION SCHEDULE

FY 2018-19

RECOMMENDED 2018-19 BUDGET PROJECT	DEADLINE	ASSIGNED	RECOMMENDED 2018-19 BUDGET PROJECT	DEADLINE	ASSIGNED
1. Preparation of instructions for submitting revenue/expenditure requests for the FY 2018-19 Proposed Budget.	January 1-31, 2018	CAO	14. Deadline for written Department Head appeals of CEO's Recommendations for inclusion in the budget message to the BOS.	May 1, 2018	Departments
2. ISFs meet with Auditor to review rates and working capital reserves.	January 16-19, 2018	ISF Departments, Auditor-Controller	15. Deadline for tabulation of Proposed Budget and completion of summary schedules.	May 17, 2018	AUDITOR
3. Rates for Internal Service Funds, Opportunity Center, Personnel, and the Auditor-Controller due to CAO.	February 1, 2018	ISF departments, Auditor-Controller, Personnel, Opportunity Center	16. CAO staff complete budget unit narratives and forward message. (Will need summary schedules from Auditor by this date.)	May 17, 2018	CAO
4. Kick-Off Meeting for the FY 2018-19 Recommended Budget.	Feb. 5, 2018 10:00 a.m. in BOS Chambers	CAO Auditor	17. Make Recommended Budget available to the Public. Publish Notice that Recommended Budget is available to the Public and of Final Budget Hearings (Reference-Gov. Code 29080). [Budget narratives etc. must be available in lobby and on-line at this time.]	May 24, 2018	CAO/COB
5. Departments e-mail budget Excel spreadsheets to staff in the Auditor-Controller's office for uploading. [Email as soon as possible-do not wait for deadline.]	March 14, 2018, 9:00 a.m.	DEPARTMENTS	18. Budget Hearings commence (not to exceed 14 days, Reference-Gov. Code 29080)	June 6, 2018 9:00 a.m.	CAO/ALL
6. Staff in Auditor-Controller's office uploads budget spreadsheets into ONESolution.	March 14-21, 2018	AUDITOR-CONTROLLER	19. Finalize budget documents – incorporate any changes required by Board action during budget hearings.	June 7 - 20, 2018	CAO/AUDITOR
7. Personnel provides current position allocation list and under fills/vacant list to analysts.	March 21, 2018,	PERSONNEL	20. Salary Resolution adopting personnel changes approved in the recommended budget due to the CAO	June 6, 2018	PERSONNEL
8. Departments submit budget requests including worksheets/supporting documentation to CAO. Salary & Benefit worksheets must also be submitted to the Auditor-Controller's office.	March 23, 2018, 12 p.m.	DEPARTMENTS	21. Preparation of Resolution adopting the FY 2018-19 Final Budget and corresponding Salary Resolution.	June 19, 2018	CAO/PERSONNEL
9. CAO staff conduct meetings with department heads regarding their budget requests; and submit recommendations for the FY 2018-19 Proposed Budget to Auditor and departments.	March & April, 2018	CAO	22. Board of Supervisors adopt the FY 2018-19 Budget and corresponding Salary Resolution.	June 26, 2018	CAO/AUDITOR /BOS
10. Deadline for CAO's recommendations for the FY 2017-18 Proposed Budget to Auditor and departments; add/deletes for position allocation recommendations including recommendations on new positions to Personnel.	April 13, 2018	CAO	23. Review Board approved adjustments and tabulate Adopted Budget; produce Budget documents for printing.	November-December 2018	CAO/AUDITOR
11. Deadline for department heads to submit appeal of analyst's recommendations to the CEO.	April 19, 2018	DEPARTMENTS	24. FY 2018-19 Adopted Budget returned from printers; Auditor to submit to Clerk of the Board and State-Controller. (Reference-Gov. Code 29093, and Policy Manual 2-102)	December 2018	CAO/AUDITOR
12. CEO meets w/ dept. heads on department's appeal of analyst's recommendations.	April 20 & 23, 2018	CAO	25. FY 2018-19 Adopted Budget returned from printers; Auditor to submit to Clerk of the Board and State-Controller. (Reference-Gov. Code 29093, and Policy Manual 2-102)	December 2018	
13. Final deadline for submitting all final CAO recommendations, reconciliations to balance FY 2018-19 Proposed Budget to staff for data entry.	May 1, 2018	CAO			

- NOTES:**
- 1. NO CHANGES TO POSITION ALLOCATIONS BETWEEN APRIL 16TH AND JULY 1ST**
 - 2. BE SURE TRAN IN/TRAN OUT AND COST APPLIED ACCOUNTS MATCH BY COMMUNICATING WITH OTHER DEPARTMENT(S)!**
 - 3. MARCH 14TH AT 9:00 A.M. – DEADLINE FOR BUDGET WORKSHEETS TO BE EMAILED TO AUDITOR/BUDGET**

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FY 2018-19 MID-YEAR PROJECT	DEADLINE	ASSIGNED	FY 2018-19 MID-YEAR PROJECT	DEADLINE	ASSIGNED
1. Preparation of instructions for completing the FY 2018-19 Mid-Year Review.	December 2018	CAO	4. Analysis of Mid-Year budget data submitted by departments.	February 2019	CAO
2. Distribution of instructions to departments for completing FY 2018-19 Mid-Year revenue/expenditure projections.	January 7, 2019	CAO	5. Preparation of Mid-Year report; submit to Clerk of the Board.	February 19, 2019	CAO
3. Deadline to submit FY 2018-19 Mid-Year report to the CEO	January 22, 2019	DEPARTMENTS	6. Present Mid-Year Budget Review to Board of Supervisors.	February 26, 2019	CAO

Shasta County Budget Calendar, FY2018-19