

REVISED *(May 19, 2020)* SHASTA COUNTY BUDGET ADOPTION SCHEDULE FY 2020-21

RECOMMENDED 2020-21 BUDGET PROJECT	DEADLINE	ASSIGNED	RECOMMENDED 2020-21 BUDGET PROJECT	DEADLINE	ASSIGNED
1. Preparation of instructions for submitting revenue/expenditure requests for the FY 2020-21 Proposed Budget.	January 1-31, 2020	CAO	14. Deadline for written Department Head appeals of CEO's Recommendations for inclusion in the budget message to the BOS.	May 1, 2020	Departments
2. ISFs meet with Auditor to review rates and working capital reserves.	January 10, 2020	ISF Departments, Auditor-Controller	15. Deadline for tabulation of Proposed Budget and completion of summary schedules.	May 15, 2020	AUDITOR
3. Rates for Internal Service Funds, Opportunity Center, Personnel, and the Auditor-Controller due to CAO.	February 6, 2020	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 15, 2020	CAO
4. Kick-Off Meeting for the FY 2020-21 Recommended Budget. <i>New! Budget Training immediately after Kick-Off</i>	Feb. 13, 2020 10 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 22, 2020 May 29, 2020	CAO/COB
5. Departments email Excel Budget Worksheets, Salary Projections Workbooks, Position Change Forms and CAO Approved Capital Asset Request Form to auditorbudget@co.shasta.ca.us and caobudget@co.shasta.ca.us . [email as soon as possible-do not wait for deadline.]	Email as soon as they are ready – due by March 13 th at 9:00 a.m.	DEPARTMENTS	18. Budget Hearings commence (not to exceed 14 days, Reference-Gov. Code 29080)	June 2, 2020 9:00 a.m. June 9, 2020 9:00 a.m.	CAO/ALL
6. Staff in Auditor-Controller's office uploads Excel Budget Worksheets into ONESolution.	March 20, 2020	AUDITOR-CONTROLLER	19. Salary Resolution adopting personnel changes approved in the recommended budget due to the CAO	June 4, 2020	PERSONNEL
7. Personnel provides current position allocation list and under fills/vacant list to analysts.	March 23, 2020,	PERSONNEL	20. Finalize budget documents – incorporate any changes required by Board action during budget hearings.	June 8 - 19, 2020	CAO/AUDITOR
8. Departments upload to E Budget folder the Budget Request Packet including worksheets/supporting documentation to CAO. Use the Budget Transmittal Checklist for complete list. Email caobudget@co.shasta.ca.us when Budget Request Packet is in E Budget folders.	March 25, 2020 Noon	DEPARTMENTS	21. Novus deadline of Resolution adopting the FY 2020-21 Final Budget and corresponding Salary Resolution.	June 23, 2020	CAO/PERSONNEL
9. CAO staff conduct meetings with department heads regarding their budget requests; and submit recommendations for the FY 2020-21 Proposed Budget to Auditor and departments.	March & April, 2020	CAO	22. Board of Supervisors adopt the FY 2020-21 Budget and corresponding Salary Resolution.	June 30, 2020	CAO/AUDITOR /BOS
10. Deadline for CAO's recommendations for the FY 2020-21 Proposed Budget to Auditor and departments; add/deletes for position allocation recommendations including recommendations on new positions to Personnel.	April 14, 2020	CAO	23. Review Board approved adjustments and tabulate Adopted Budget; produce Budget documents for printing.	November-December 2020	CAO/AUDITOR
11. Deadline for department heads to submit appeal of analyst's recommendations to the CEO.	April 20, 2020	DEPARTMENTS	24. FY 2020-21 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 2020	CAO/AUDITOR
12. CEO meets w/ dept. heads on department's appeal of analyst's recommendations.	April 24 & 27, 2020	CAO			
13. Final deadline for submitting all final CAO recommendations, reconciliations to balance FY 2020-21 Proposed Budget to staff for data entry.	May 1, 2020	CAO			

NOTES:

- 1. NO CHANGES TO POSITION ALLOCATIONS BETWEEN MARCH 23rd AND JULY 1ST**
- 2. BE SURE TRAN IN/TRAN OUT AND COST APPLIED ACCOUNTS MATCH BY COMMUNICATING WITH OTHER DEPARTMENT(S)!**

SHASTA COUNTY BUDGET ADOPTION SCHEDULE

FY 2020-21

(subject to change)

FY 2020-21 MID-YEAR PROJECT	DEADLINE	ASSIGNED	FY 2020-21 MID-YEAR PROJECT	DEADLINE	ASSIGNED
1. Preparation of instructions for completing the FY 2020-21 Mid-Year Review.	December 2020	CAO	4. Analysis of Mid-Year budget data submitted by departments.	February 2021	CAO
2. Distribution of instructions to departments for completing FY 2020-21 Mid-Year revenue/expenditure projections.	January 6, 2021	CAO	5. Preparation of Mid-Year report; Upload to Novus deadline.	February 16, 2021	CAO
3. Deadline to submit FY 2020-21 Mid-Year report to the CEO	January 29, 2021	DEPARTMENTS	6. Present Mid-Year Budget Review to Board of Supervisors.	March 2, 2021	CAO

Shasta County Budget Adoption Schedule, FY2020-21