

SHASTA COUNTY BUDGET ADOPTION SCHEDULE

FY 2017-18

RECOMMENDED 2017-18 BUDGET PROJECT	DEADLINE	ASSIGNED	RECOMMENDED 2017-18 BUDGET PROJECT	DEADLINE	ASSIGNED
1. Preparation of instructions for submitting revenue/expenditure requests for the FY 2017-18 Proposed Budget.	January 1-31, 2017	CAO	14. Deadline for written Department Head appeals of CEO's Recommendations for inclusion in the budget message to the BOS.	May 1, 2017	Departments
2. ISFs meet with Auditor to review rates and working capital reserves.	January 17-20, 2017	ISF Departments, Auditor-Controller	15. Deadline for tabulation of Proposed Budget and completion of summary schedules.	May 17, 2017	AUDITOR
3. Rates for Internal Service Funds, Opportunity Center, Personnel, and the Auditor-Controller due to CAO.	February 1, 2017	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, 2017	CAO
4. Kick-Off Meeting for the FY 2017-18 Recommended Budget.	Feb. 8, 2017 3:30 p.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 25, 2017	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 15, 2017, 9:00 a.m.	DEPARTMENTS	18. Complete preparation for Budget Hearings.	May 2017	CAO
6. Staff in Auditor-Controller's office uploads budget spreadsheets into ONESolution.	March 15-22, 2017	AUDITOR-CONTROLLER	19. Budget Hearings commence (not to exceed 14 days, Reference-Gov. Code 29080)	June 6, 2017 9:00 a.m.	CAO/ALL
7. Departments submit budget requests including worksheets/supporting documentation to CAO. Salary & Benefit worksheets must also be submitted to the Auditor-Controller's office.	March 24, 2017, 12:00 p.m.	DEPARTMENTS	20. Finalize budget documents – incorporate any changes required by Board action during budget hearings.	June 7 - 20, 2017	CAO/AUDITOR
8. Personnel provides current position allocation list and under fills/vacant list to analysts.	March 21, 2017	PERSONNEL	21. Salary Resolution adopting personnel changes approved in the recommended budget due to the CAO	June 20, 2017	PERSONNEL
9. CAO staff conduct meetings with department heads regarding their budget requests; and submit recommendations for the FY 2017-18 Proposed Budget to Auditor and departments.	March & April, 2017	CAO	22. Preparation of Resolution adopting the FY 2017-18 Final Budget and corresponding Salary Resolution.	June 20, 2017	CAO/PERSONNEL
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 14, 2017	CAO	23. Board of Supervisors adopt the FY 2017-18 Budget and corresponding Salary Resolution.	June 27, 2017	CAO/AUIDTOR /BOS
11. Deadline for department heads to submit appeal of analyst's recommendations to the CEO.	April 21, 2017	DEPARTMENTS	24. Review Board approved adjustments and tabulate Adopted Budget; produce Budget documents for printing.	November-December 2017	CAO/AUDITOR
12. CEO meets w/ dept. heads on department's appeal of analyst's recommendations.	April 21-24, 2017	CAO	25. FY 2017-18 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 2017	CAO/ AUDITOR
13. Final deadline for submitting all final CAO recommendations, reconciliations to balance FY 2017-18 Proposed Budget to staff for data entry.	May 1, 2017	CAO			

- NOTES:**
- 1. NO CHANGES TO POSITION ALLOCATIONS BETWEEN APRIL 17TH AND JULY 1ST**
 - 2. BE SURE TRAN IN/TRAN OUT AND COST APPLIED ACCOUNTS MATCH BY COMMUNICATING WITH OTHER DEPARTMENT(S)!**
 - 3. MARCH 15TH AT 9:00 A.M. – DEADLINE FOR BUDGET WORKSHEETS TO BE EMAILED TO AUDITOR/BUDGET**

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FY 2017-18 MID-YEAR PROJECT	DEADLINE	ASSIGNED	FY 2017-18 MID-YEAR PROJECT	DEADLINE	ASSIGNED
1. Preparation of instructions for completing the FY 2017-18 Mid-Year Review.	December 2017	CAO	4. Analysis of Mid-Year budget data submitted by departments.	February 2018	CAO
2. Distribution of instructions to departments for completing FY 2017-18 Mid-Year revenue/expenditure projections.	January 5, 2018	CAO	5. Preparation of Mid-Year report; submit to Clerk of the Board.	February 20, 2018	CAO
3. Deadline to submit FY 2017-18 Mid-Year report to the CEO	January 24, 2018	DEPARTMENTS	6. Present Mid-Year Budget Review to Board of Supervisors.	February 27, 2018	CAO

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