

## FISCAL 2018-19 BUDGET DEVELOPMENT CALENDAR

<u>Month</u>	<u>Activity</u>	<u>Lead Department</u>
September	Final Budget Revision/Unaudited Actuals (Prior budget year)	Fiscal Services
November	Approve Final Budget Revisions	Fiscal Services
	Prepare/verify new fiscal year position reports/FTEs	Human Resources
	Enrollment projections to Human Resources and Ed Services	Fiscal Services
December	First Interim Report and Budget Revisions	Fiscal Services
	Approve First Interim Budget Report	Fiscal Services
January	Budget analysis worksheets to Program Managers	Fiscal Services
	Incorporate Governor's Budget Proposal	Fiscal Services
	Develop budget assumptions, guidelines and funding levels	Fiscal Services
	Review staffing, service levels and enrollment projections with program managers and staff	Human Resources
February	Program Managers return budget estimates to Fiscal Services	Program Managers
	Hold budget and LCAP review meetings with programs as needed	Ed Services / Fiscal Services
	Develop personnel changes/FTEs	Human Resources
March	Program Managers continue budget development	Program Managers
	Second Interim Report and Budget Revisions	Fiscal Services
	Finalize staffing changes/FTEs	Human Resources
April	Finalize major changes in programs and services	Program Managers
	Finalize personnel changes/positions to new budget year	Human Resources
	Approve Second Interim Budget Report	Fiscal Services
May	Incorporate Governor's May Revise	Fiscal Services
	Prepare final LCAP budget changes	Fiscal Services
	Complete prior year estimated actuals and beginning fund balance new year	Fiscal Services
	Prepare and review final budget adjustments and state reports	Fiscal Services
	Prepare budget summary documents	Fiscal Services
	Present draft LCAP and Budget	Ed Services / Fiscal Services
June	Board Budget Study Session	Cabinet
	Public Hearing for LCAP and Budget	Ed Services / Fiscal Services
	Approve/Adopt final LCAP and Budget	Ed Services / Fiscal Services
July	Budget and LCAP submitted to the YCOE	Ed Services / Fiscal Services