

# Budget Calendar

Tasks	Responsibility	Event/Due Date
<b><u>Phase I – Budget Preparation</u></b>		
Strategic Plan Workshop for the Board	General Manager's Office	2/17/2021
Strategic Plan Workshop for the Board	General Manager's Office	3/17/2021
Strategic Plan Workshop for the Board	General Manager's Office	4/21/2021
Preliminary Budget Assumptions Identified	Financial Planning	1/6/2022
Preliminary Budget Assumptions & Draft Budget Calendar Presented to EMT & Managers	Financial Management	1/10/2022
Preparation for Budget Kickoff / Training Session: <ul style="list-style-type: none"> <li>· Develop line-item worksheets</li> <li>· Prepare budget instruction manual</li> </ul>	Financial Planning	1/17/2022
Budget Kickoff / Training Session: <ul style="list-style-type: none"> <li>· Distribute budget manual update</li> <li>· Conduct budget training session</li> <li>· Review submission deadlines</li> </ul>	Financial Planning	1/25/2022
CIP - New Project Numbers Assigned	Engineering Planning	2/7/2022
Operating Divisional Budgets: All Position Decision Packages Due to Human Resources (Laura Maravilla, Ext. 7007) with copies to Financial Planning (Lina Hsiao, Ext. 7542) <ul style="list-style-type: none"> <li>· New Position</li> <li>· Position Upgrade</li> <li>· Position Reclassification or Equity Adjustment</li> </ul>	Divisional Budget Coordinators	2/7/2022
Operating Budget: Promotional Items and Conference Attendance Request Forms Due to Jennifer Cabral (Ext. 7581). Email Promotional Items Purchasing Budget Request form to: <a href="mailto:forinformation@ocsan.com">forinformation@ocsan.com</a> . Use this form for all promotional item purchasing requests to support organizational programs.	Divisional Budget Coordinators	2/7/2022
Capital Equipment Budget: Vehicle Capital Equipment Justification Form Due to Fleet Services (Bob Bell, Ext. 7214)	Divisional Budget Coordinators	2/7/2022
Capital Equipment Budget: Computer Equipment Decision Packages Due to Information Technology (Rob Michaels, Ext. 7260)	Divisional Budget Coordinators	2/7/2022
Budget Assumptions Presented to Administration Committee	Financial Management	2/9/2022

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Mid-Year Financial Report to Administration Committee	Financial Management	2/9/2022
Division Budget Packages Due to Finance: <ul style="list-style-type: none"> <li>· Update 2021-22 projected costs</li> <li>· Proposed operating costs for 2022-23 &amp; 2023-24</li> <li>· Operating Budget Expense Detail</li> <li>· Meetings, Memberships &amp; Training Requests</li> <li>· Capital Equipment Decision Packages (other than computer and vehicle decision packages)</li> <li>· New program decision packages</li> </ul> <i>(Financial Planning will compile this information into packages for use during the budget review process.)</i>	Divisional Budget Coordinators	<b>2/22/2022</b>
CIP - Preliminary capital equipment request estimates delivered to PMO	Financial Planning	2/22/2022
CIP - Engineering Change Control Validation Complete	Engineering Project Managers	2/22/2022
Mid-Year Financial Report to Board	Financial Management	<b>2/23/2022</b>
Complete the Compilation of the Preliminary Division Budget Packages	Financial Planning	2/24/2022
CIP - Future Project Attributes Reviewed and Updated	Engineering Planning	2/28/2022
CIP - Project Budget Reviews Complete	Engineering PMO	3/1/2022
CIP - Validated CIP budgets delivered to IT/Finance	Engineering Planning	3/28/2022
Department Narratives for Budget Executive Summary Due to Financial Planning	EMT	4/11/2022

## **Phase II - Budget Review**

Divisional Budgets - Distribution of Preliminary Line Item Requested Budget to Department Heads and Managers along with Analysis/Questions for Review	Financial Planning	3/2/2022
Operating Budget – Information on New Positions, Position Upgrades & Reclassifications Submitted to the General Manager	Human Resources	3/2/2022
CIP - Engineering /Finance Budget Review Meetings: Final Adjustments, Confirm 20-year Cash Flow, and Capital Equipment Delivered to PMO	Engineering/Financial Management	3/1-3/15/2022
Operating Budget - Division Budget Review Meetings with Finance and Division Representatives	Financial Planning & Division Representatives	<b>3/7 - 3/10/22</b>
Budget Revenue Update Presented to Administration Committee	Financial Planning	3/9/2022
Divisional Budgets - Completion of Preliminary Budget and Compilation into Departmental Budgets	Financial Planning	3/15/2022

# Budget Calendar

Operating Budget – Recommendations to General Manager	Financial Planning	3/16/2022
Divisional Budgets – Performance Budget Documents Due to Financial Planning (Lina Hsiao): · Organization Charts · Performance Results (2020-21) · Performance Measures (2022-23 & 2023-24)	Divisional Budget Coordinators	3/18/2022
Final Operating Budget – General Manager Review of Budget Recommendations	Financial Planning, GM, & Department Heads	<b>3/21 - 3/24/22</b>
Capital Equipment Budget - Requests Reviewed & Approved	Financial Planning, GM, & Department Heads	<b>3/21 - 3/24/22</b>
Operating Budget – Report of General Manager's Decisions on New Positions, Position Upgrades & Reclassifications Submitted to the Financial Planning	General Manager	<b>3/21/2022</b>
CIP – Approve Proposed CIP Budget	EMT	3/28/2022
CIP – Operations Committee Review of Proposed Budget	Engineering	4/6/2022

## **Phase III - Budget Presentation**

Operating Budget – Presentation of Preliminary Budget by Division/Department to EMT	Financial Management	4/11/2022
Operating Budget – Overview to Administration Committee	Financial Management	4/13/2022
CIP - Final CIP Budget Document Preparation and Incorporation into Final Budget Document	Financial Planning	4/18/2022
CIP - Review draft of Final Budget Document pages with Engineering Planning & PMO	Financial Planning	4/18/2022
Initial - Proposed Budget Finalized	Financial Planning	4/28/2022
Operating Budget - Overview to Operations Committee	Financial Planning	<b>5/4/2022</b>
CIP Budget Overview to Operations Committee	Engineering/Financial Management	<b>5/4/2022</b>
General Manager's Budget Message Completed	GM / Financial Planning	5/9/2022
Operating Budget - Overview to Administration Committee	Financial Planning	<b>5/11/2022</b>
CIP Budget Overview to Administration Committee	Engineering/Financial Management	<b>5/11/2022</b>
Approval of General Manager's Budget Message	General Manager	5/18/2022
Final - Proposed Budget to Printer	Financial Planning	5/25/2022

## **Phase IV - Budget Deliberations**

Final Draft - Proposed 2022-23 & 2023-24 Budget Presented to Committees	Financial Management	<b>Ops- 6/1/2022</b> <b>Admin- 6/8/2022</b>
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Public Hearing & Board Adoption	Board of Directors	6/22/2022
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## **Phase V – Distribution of Budget**

Final line item budget and equipment budgets posted in H:\ntglobal	Financial Planning	7/7/2022
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## **Phase VI – Budget Debriefing**

Budget Debriefing E-mail Message <ul style="list-style-type: none"><li>· Global Changes that occurred in this year's budget.</li><li>· Changes since the Departments' original submittal.</li><li>· Changes that occurred as a result of Board action.</li><li>· Results of Budget Survey.</li><li>· Overview of Budget Monitoring with Oracle JD Edwards EnterpriseOne Software and review of Budget Coordinator's Responsibility.</li><li>· Overview of CIP Budget Monitoring.</li><li>· Suggestions for Budget Process Improvements.</li></ul>	Financial Planning	7/14/2022
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