

Budget Calendar

Tasks	Responsibility	Event/Due Date
<u>Phase I – Budget Preparation</u>		
EMT Strategic Planning Workshop	General Manager's Office	8/1/2019
Strategic Plan Workshop for the Board	General Manager's Office	8/28/2019
Strategic Plan Workshop for the Board	General Manager's Office	9/18/2019
Strategic Plan Workshop for the Board	General Manager's Office	9/25/2019
Strategic Plan adopted by Board of Directors	General Manager's Office	11/20/2019
Preliminary Budget Assumptions Identified	Financial Planning	1/6/2020
Preliminary Budget Assumptions & Draft Budget Calendar Presented to EMT & Managers	Financial Management	1/13/2020
Preparation for Budget Kickoff / Training Session: <ul style="list-style-type: none"> · Develop line item worksheets · Prepare budget instruction manual 	Financial Planning	1/16/2020
Budget Kickoff / Training Session: <ul style="list-style-type: none"> · Distribute budget manual update · Conduct budget training session · Review submission deadlines 	Financial Planning	1/23/2020
CIP - New Project Numbers Assigned	Engineering Planning	2/7/2020
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"> · New Position · Position Upgrade · Position Reclassification or Equity Adjustment 	Divisional Budget Coordinators	2/7/2020
Operating Budget: Promotional Items and Conference Attendance Request Forms Due to Jennifer Cabral (Ext. 7581). Email Promotional Items Purchasing Budget Request form to: forinformation@ocsd.com . Include the number of polo shirts needed for your division on the form.	Divisional Budget Coordinators	2/7/2020
Capital Equipment Budget: Vehicle Capital Equipment Decision Packages Due to Fleet Services (Bob Bell, Ext. 7214)	Divisional Budget Coordinators	2/7/2020
Capital Equipment Budget: Computer Equipment Decision Packages Due to Information Technology (John Swindler, Ext. 7260)	Divisional Budget Coordinators	2/7/2020
Budget Assumptions Presented to Administration Committee	Financial Management	2/19/2020

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Mid-Year Financial Report to Administration Committee	Financial Management	2/19/2020
Division Budget Packages Due to Finance: <ul style="list-style-type: none"> · Update 2019-20 projected costs · Proposed operating costs for 2020-21 & 2021-22 · Operating Budget Expense Detail · Meetings, Memberships & Training Requests · Capital Equipment Decision Packages (other than computer and vehicle decision packages) · New program decision packages <i>(Financial Planning will compile this information into packages for use during the budget review process.)</i>	Divisional Budget Coordinators	2/20/2020
CIP - Preliminary capital equipment request estimates delivered to PMO	Financial Planning	2/20/2020
CIP - Engineering Change Control Validation Complete	Engineering Project Managers	2/20/2020
Mid-Year Financial Report to Board	Financial Management	2/26/2020
Complete the Compilation of the Preliminary Division Budget Packages	Financial Planning	2/26/2020
CIP - Future Project Attributes Reviewed and Updated	Engineering Planning	2/28/2020
CIP - Project Budget Reviews Complete	Engineering PMO	3/2/2020
Department Narratives for Budget Executive Summary Due to Financial Planning	EMT	3/12/2020
CIP - Validated CIP budgets delivered to IT/Finance	Engineering Planning	3/30/2020

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	3/2/2020
Operating Budget – Information on New Positions, Position Upgrades & Reclassifications Submitted to the General Manager	Human Resources	3/5/2020
CIP - Engineering /Finance Budget Review Meetings: Final Adjustments, Confirm 20-year Cash Flow, and Capital Equipment Delivered to PMO	Engineering/Financial Management	3/2-3/16/2020
Operating Budget - Division Budget Review Meetings with Finance and Division Representatives	Financial Planning & Division Representatives	3/9 - 3/12/20
Divisional Budgets - Completion of Preliminary Budget and Compilation into Departmental Budgets	Financial Planning	3/11/2020
Budget Revenue Update Presented to Administration Committee	Financial Planning	3/11/2020

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Operating Budget – Recommendations to General Manager	Financial Planning	3/12/2020
Divisional Budgets – Performance Budget Documents Due to Financial Planning (Lina Hsiao): <ul style="list-style-type: none"> · Organization Charts · Performance Results (2018-19) · Performance Measures (2020-21 & 2021-22) 	Divisional Budget Coordinators	3/19/2020
Final Operating Budget – General Manager Review of Budget Recommendations	Financial Planning, GM, & Department Heads	3/23 - 3/27/20
Capital Equipment Budget - Requests Reviewed & Approved	Financial Planning, GM, & Department Heads	3/23 - 3/27/20
Operating Budget – Report of General Manager's Decisions on New Positions, Position Upgrades & Reclassifications Submitted to the Financial Planning	General Manager	3/23/2020
CIP – Approve Proposed CIP Budget	EMT	3/23/2020
CIP – Operations Committee Review of Proposed Budget	Engineering	4/1/2020

Phase III - Budget Presentation

Operating Budget – Presentation of Preliminary Budget by Division/Department to EMT	Financial Management	4/6/2020
Operating Budget – Overview to Administration Committee	Financial Management	4/8/2020
CIP - Final CIP Budget Document Preparation and Incorporation into Final Budget Document	Financial Planning	4/16/2020
CIP - Review draft of Final Budget Document pages with Engineering Planning & PMO	Financial Planning	4/16/2020
Initial - Proposed Budget Finalized	Financial Planning	4/27/2020
Operating Budget - Overview to Operations Committee	Financial Planning	5/6/2020
CIP Budget Overview to Operations Committee	Engineering/Financial Management	5/6/2020
General Manager's Budget Message Completed	GM / Financial Planning	5/11/2020
Operating Budget - Overview to Administration Committee	Financial Planning	5/13/2020
CIP Budget Overview to Administration Committee	Engineering/Financial Management	5/13/2020
Approval of General Manager's Budget Message	General Manager	5/13/2020
Final - Proposed Budget to Printer	Financial Planning	5/20/2020

Phase IV - Budget Deliberations

Final Draft - Proposed 2020-21 & 2021-22 Budget Presented to Committees	Financial Management	Ops- 6/3/2020 Admin- 6/10/2020
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Public Hearing & Board Adoption	Board of Directors	6/24/2020
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Phase V – Distribution of Budget

Final line item budget and equipment budgets posted in H:\ntglobal	Financial Planning	7/8/2020
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Phase VI – Budget Debriefing

Budget Debriefing E-mail Message <ul style="list-style-type: none">· Global Changes that occurred in this year's budget.· Changes since the Departments' original submittal.· Changes that occurred as a result of Board action.· Results of Budget Survey.· Overview of Budget Monitoring with Oracle JD Edwards EnterpriseOne Software and review of Budget Coordinator's Responsibility.· Overview of CIP Budget Monitoring.· Suggestions for Budget Process Improvements.	Financial Planning	7/9/2020
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