

FY21 Budget Calendar Draft



11/25/2019

January							February							March							April							May							June							July						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

<p>NOVEMBER</p> <p>22 Management discussions: service level agreements SMUF & Solid Waste billings HR Services Indirect Costs General Fund Transfer</p> <p>DECEMBER</p> <p>5 City Commission budget calendar</p> <p>11 Budget Kickoff (Admin Bldg)</p> <p>12 UAB budget calendar</p> <p>12 Budget Kickoff (EOC Bldg 7)</p> <p>16 Management discussions: service level agreements SMUF & Solid Waste billings HR services Indirect costs General Fund Transfer</p> <p>JANUARY</p> <p>7 Continue management discussions: service level agreements SMUF & Solid Waste billings HR services Indirect costs General Fund Transfer</p> <p>15 Begin budget document prep</p> <p>15 Accounting closes December*</p> <p>15 Position Control sent out to departments</p> <p>21 Budget process & philosophy - CC/UAB Levelized rates, generation assets, financial health of the utility overall and by system, General Fund Transfer</p> <p>28 New Positions requests due</p> <p>FEBRUARY</p> <p>3 Complete management discussions: service level agreements SMUF & Solid Waste billings HR Services Indirect Costs General Fund Transfer</p> <p>3 Departments start entering budgets on to input sheets</p>	<p>21 Departments complete Pos. Cntrl, O&M and Capital input on to input sheets. BFA begins QA/QC of input sheets</p> <p>25 CC decisions: Levelized rates, General Fund Transfer</p> <p>26 QA/QC of input sheets completed by BFA</p> <p>28 Budget loads input sheets into BPC</p> <p>MARCH</p> <p>6 Departments receive 1st draft payroll & non labor expenses</p> <p>9 Departments review labor assignments</p> <p>13 Internal review of overhead assignments</p> <p>20 Departments sign off on budget submissions</p> <p>30 Individual meetings with officers to review budget submissions</p> <p>APRIL</p> <p>9 UAB O&M and Capital; Sales, Customer & Revenue Forecast; and Debt Service/Cash/Liquidity;</p> <p>16 Preliminary model run</p> <p>17 BFA management review</p> <p>21 CC O&M and Capital; Sales, Customer & Revenue Forecast; and Debt Service/Cash/Liquidity</p> <p>24 GM/Executive review</p> <p>MAY</p> <p>8 BFA management Executive review 2nd round</p> <p>12 Finalize BPC allocations</p> <p>13 CC Open Topics</p> <p>14 UAB Fuels and first review of rates</p> <p>15 Begin budget document prep</p> <p>26 CC – Fuels and first review of rates</p> <p>JUNE</p> <p>11 UAB rate workshop</p> <p>12 Budget document delivered to CC/UAB</p> <p>24 CC rate workshop</p> <p>AUGUST</p> <p>15 GM and COO sign off on rate ordinance</p> <p>SEPTEMBER</p> <p>3 CC – First reading of Budget Ordinance</p> <p>17 CC – Second reading of Budget Ordinance</p>
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