FY21 Budget Calendar Draft



1	1/25	/20	19																																										M	re	t	h a	n	En	e r	gy	
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NOVEMBER		21	Departments complete Pos. Cntrl, O&M and Capital input on to input													
22	Management discussions: service level agreements		sheets. BFA begins QA/QC of input sheets													
	SMUF & Solid Waste billings	25	CC decisions: Levelized rates, General Fund Transfer													
	HR Services	26	QA/QC of input sheets completed by BFA													
	Indirect Costs	28	Budget loads input sheets into BPC													
	General Fund Transfer	MARCH	Budget louds input sheets into bi o													
DECEMBER		6	Departments receive 1 st draft payroll & non labor expenses													
5	City Commission budget calendar	9	Departments review labor assignments													
11	Budget Kickoff (Admin Bldg)	13	Internal review of overhead assignments													
12	UAB budget calendar	20	Departments sign off on budget submissions													
12	Budget Kickoff (EOC Bldg 7)	30	Individual meetings with officers to review budget submissions													
16	Management discussions: service level agreements	APRIL														
	SMUF & Solid Waste billings	9	UAB O&M and Capital; Sales, Customer & Revenue Forecast; and Debt													
	HR services		Service/Cash/Liquidity;													
	Indirect costs	16	Preliminary model run													
	General Fund Transfer	17	BFA management review													
JANUARY		21	CC O&M and Capital; Sales, Customer & Revenue Forecast; and Debt													
7	Continue management discussions: service level agreements		Service/Cash/Liquidity													
	SMUF & Solid Waste billings	24	GM/Executive review													
	HR services	MAY														
	Indirect costs	8	BFA management Executive review 2 nd round													
	General Fund Transfer	12	Finalize BPC allocations													
15	Begin budget document prep	13	CC Open Topics													
15	Accounting closes December*	14	UAB Fuels and first review of rates													
15	Position Control sent out to departments	15	Begin budget document prep													
21	Budget process & philosophy - CC/UAB	26	CC – Fuels and first review of rates													
	Levelized rates, generation assets, financial health of the utility	<u>JUNE</u>														
	overall and by system, General Fund Transfer	11	UAB rate workshop													
28	New Positions requests due	12	Budget document delivered to CC/UAB													
FEBRUARY		24	CC rate workshop													
3	Complete management discussions: service level agreements	AUGUST														
	SMUF & Solid Waste billings	15	GM and COO sign off on rate ordinance													
	HR Services	SEPTEMBER	CO. Flort and the of Budget Outlines													
	Indirect Costs	3	CC – First reading of Budget Ordinance													
_	General Fund Transfer	17	CC – Second reading of Budget Ordinance													
3	Departments start entering budgets on to input sheets															

