

First 5 Plumas County Children and Families Commission

BUDGET CALENDAR FY 17-18

Approved on: March 8, 2017

Timeline	Budget Tasks	Responsibility	Commission Action(s)
March	<ul style="list-style-type: none"> ● Submit FY Budget Calendar to PCCFC 	Executive Director	Approval of next fiscal year's Budget Calendar
April	<ul style="list-style-type: none"> ● Prepare proposed next FY budget package for PCPHA 	PCPHA Fiscal Staff and ED Executive Director	None None
May	<ul style="list-style-type: none"> ● Prepare End-Of-The-Year Estimated Expenditure Report ● Finalize proposed budget based on projected revenues ● Submit Proposed Budget Package for Commission Stakeholder/Public input 	PCPHA fiscal staff and executive director Executive Director Executive Director	None None-discussion only None-discussion only
June	<ul style="list-style-type: none"> ● Submit the Projected Expenditure Report to PCCFC, including GASB 54 Committed Funds Report ● Submit Proposed Budget Package to PCCFC for action 	Executive Director Executive Director	1) Acceptance of expenditure report and 2) Approval of GASB 54 committed funds categories Commission takes action on proposed budget for adoption
July 1 st	<ul style="list-style-type: none"> ● Submit adopted budget for inclusion into the Plumas County budget 	Fiscal administrator and executive director	None
September	<ul style="list-style-type: none"> ● Prepare Actual Expenditure Report for previous fiscal year, including GASB 54 	Fiscal administrator, PCPHA fiscal staff, and ED	None
September	<ul style="list-style-type: none"> ● Submit Actual Expenditure Report to Commission, which includes revenue and GASB 54 (committed funds) report 	Executive Director	1) Acceptance of report 2) Approval of GASB 54 fund designations
July 1 st -June 30 th	<ul style="list-style-type: none"> ● Administer/Monitor Budget 	PCPHA fiscal staff and ED	None
July 1 st -June 30 th	<ul style="list-style-type: none"> ● Make amendments to adopted budget as necessary 	Executive Director submits when appropriate, any proposed budget amendments	Policy: Commission must approve budget amendments over \$15,000
October January and April	<ul style="list-style-type: none"> ● Prepare/Submit Quarterly Expenditures-To-Date Report 	Fiscal staff and ED	Acceptance of reports and approval of any GASB 54 designations