

**First 5 Plumas County Children and Families Commission**

**BUDGET CALENDAR FY 20-21**

**Approved on: March 4, 2020**

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

