

Butte County Office of Education
2019-20 Budget Development Calendar - Detail

Last Revised: January 18, 2019

APPROX. DATE	TASK / EVENT	RESPONSIBILITY	
January 10, 2019	Governor Presents Budget Proposal	Fiscal Services	ORIGINAL BUDGET
January 22, 2019	Budget Calendar Communicated to Program Managers	Senior Director of Fiscal Services	
January 22, 2019	Preliminary Revenues Provided to LCCS/LEAD/CBBC/TMS	Fiscal Services	
February 1, 2019	Certificated Staffing Level for Year Determined by Program Managers HR025 Forms Are Due to Human Resources	Program Managers / Asst. Superintendents	
February 15, 2019	BCOE Deadline for Certificated Layoff Resolutions to be Developed and Approved	Human Resources	
February 22, 2019	Position Budget Model Created	Fiscal Services	
March 1, 2019	Classified Staffing Level for Year Determined by Program Managers HR025 forms are due to Human Resources	Program Managers / Asst. Superintendents	
March 4 - March 8, 2019	Meeting Dates for Preliminary Budget Meetings for LCCS/LEAD/CBBC/TMS Held Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	
March 15, 2019	BCOE Deadline for Classified Layoff Resolutions to be Developed and Approved	Human Resources	
March 15, 2019	Meeting Dates Established Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	
April 29 - May 3, 2019	Final budget meetings for LCCS/LEAD/CBBC/TMS - align budget to LCAPS	Fiscal Services	
May 3, 2019	2018-19 Estimated Actuals and 2019-20 Original Budgets Finalized in Financial System	Fiscal Services	
May 10, 2019	Governor's May Revise Budget Proposal	Fiscal Services	
May 17, 2019	Budget Downloaded Into SACS	Fiscal Services	
June 10, 2019	Budget/LCAP Hearing/Presentation to Board of Trustees	Senior Director of Fiscal Services Assistant Superintendent of SPES	
June 24, 2019	Budget/LCAP Approved by Board of Trustees	Senior Director of Fiscal Services Assistant Superintendent of SPES	
September 27, 2019	Meeting Dates Established Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	1ST INTERIM BUDGET
September 27, 2019	Position Budget Model Created	Fiscal Services	
November 1, 2019	Budgets Finalized in Financial System	Fiscal Services	
November 15, 2019	Budget Downloaded Into SACS	Fiscal Services	
December 9, 2019	Budget Approved by Board of Trustees	Fiscal Services	
December 6, 2019	Meeting Dates Established Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	2ND INTERIM BUDGET/MID YEAR BUDGET REVIEW
January 2, 2020	Position Control Model Created	Fiscal Services	
January 31, 2020	Budgets Finalized in Financial System	Fiscal Services	
February 14, 2020	Budget Downloaded Into SACS	Fiscal Services	
March 9, 2020	Budget Approved by Board of Trustees	Fiscal Services	