

Proposed Budget Process (Fast Track)

2020-2021	Action	
Month 1	Budget preparation materials distributed to departments; Begin update of narratives	
Month 2	Community Outreach ?	P
Month 2	Departments finalize and submit department budgets to Finance Director (dept. description, revenue, expend projections, detail pgs)	
Month 3	City Manager review/finalize proposed budget	
Month 3	Proposed Budget presented to Commission and to City Council Revenues, Departments, CIP	P
Month 4	Finance Finalizes Budget for adoption	
	Public Hearing and Budget Adoption	P

P Public Input

PROPOSED AUDIT SCHEDULE 2019-2020

No.	Task	Ideal Due Date	Proposed Date	Notes/Status
1	Budget Adjustments for Fiscal Year Recorded/Verified	6/30		
2	Year End Schedule Notice to Departments	5/15		
3	Validate ISF/Operating/Capital Transfers	6/30		
4	Physical Inventory of Water Parts	6/30		
5	Physical Inventory of Fuel	6/30		
6	Reverse PY Reserve and Fund Designation- for applicable funds	6/30		
7	Record Accrued Interest Payable on the Bonds	6/30		
8	CalPERS-Actuarial information with Certification	6/30		
9	CalPERS CERBT Fiscal Year End Requirements (GASB reporting, Disbursement, Contribution)	6/30		
10	CalPERS - Journal Entry to accrue disbursement request (if check doesn't come in by 6.30. (DB receivable, CR expense)	7/15		
11	Accrue AB2766 fourth quarter payment	7/15		
12	Update Acturial Report			
13	GASB 68 and GASB 75 Adjustment	7/15		
14	Message to departments - current FY invoices	7/15		
15	Record Interest and Allocation	7/15		
16	CALPERS-CERBT - OPEB Prepayment (Cash Availability)	7/25		
17	GASB 31 and other gains entry/reversal JEs	7/30		
18	Balance Advances To/From (LAIF)	7/30		
19	JE to record inventory- Water	7/31		
20	JE to record fuel inventory	7/31		
21	Prepare P/R accrual (& reversal) JE and adjust liabilities	7/31		
22	Adjust YE amounts owed on comp absences	7/31		
23	Prepare JE for Annual Leave Buy Back	7/31		

24	Reconcile fiscal agent (trustee) statements to the GL	7/31	
25	Record Unamortized Prem/Disc - Debt	7/31	
26	Bank Reconciliation for June	7/31	30-Nov
27	JE to record in kind match for the ASES grant	7/31	
28	June Cash & Investments Report	7/31	
29	Reconcile Prepays/Record JE	7/31	
30	Validate Internal Service Fund Transfersfor Excess/Deficit	8/15	
31	Run open P.O.'s	8/17	
32	Reconcile Utility A/R	8/20	
33	FINAL AP CHECK RUN	8/20	
34	Purchasing: Close annual P.O.'s	8/23	
35	Allowance for Bad Debt -	8/24	
36	Reconcile Grants	8/25	
37	Prepare Debt Schedules for Notes in CAFR	8/30	
38	Adjust reserve in GF -continuing appropriation based on SEFA	8/30	
39	Adjust Risk Mgt and Gen Liability claims payable	8/30	
40	Schedule of Loans/Notes receivable	8/30	
41	Update Unclaimed Checks Schedule	8/30	
42	Review All Agency Funds -- No Rev/Exp to be accounted for in Agency Funds.	8/30	
43	Send requests for carryovers	8/30	
44	A/R Reconciliation - Detail Report To GL including sales tax and property tax	8/30	
45	Schedule of Franchise Fees	8/30	
46	Schedule of Utility User's Tax	8/30	
47	Schedule of pass-through pymts. Waste Management	8/30	
48	Reconciliation of Misc. Revenue	8/30	
49	Returned Checks (NSF) Reconciliation	8/30	

50	Schedule of A/P Accruals	8/30
51	Reconcile all Balance Sheet accounts -	8/30
52	Prepare Capital Asset roll forward schedule	8/30
53	Calc and record fund balance to Net Inv In Cap Assets-	8/30
54	Reconcile deposit accounts	8/31
55	FINAL SEFA	8/31
56	Schedule of Transfers in/out	8/31
57	Confirmation Letters (list of recipients)	9/1
58	Review Internal Service Funds (ISF)	9/1
59	Capital Assets - Gov Fund -Record/Reconcile Prepare detail Schedules for auditors (asset module)	9/1
60	Verify Contra Asset account is zero	9/1
61	Record final revenue accruals	9/6
62	Review all funds for negative cash balances for the Notes	9/10
63	Review all funds Net position	9/10
64	Schedule of Due To/Due From other Funds	9/10
65	Schedule of Due to/Due From Other Governments	9/10
66	Analyze Balance Sheet accounts with abnormal Year-End balances	9/12
67	Gann Limit Letter	9/12
68	Trial Balance/Schedules to Auditors	9/12
69	Bank Reconciliation for July	9/15
70	Schedule of deposits by type, fund & account	9/15
71	State Controller Office Report-requested information from auditors	9/15
72	CAFR statistical section	9/15
73	Annual Audit Begins	Sept.
74	Single Audit Fieldwork - Auditors	
75	Subsequent check registers for 7/1 - current (audit start date)	9/17

76	Subsequent cash receipts - 7/1 - current - (audit start)	9/17
77	Reconcile Highway Users Tax	10/1
78	Annual Street Report is due	10/20
79	Prepare schedule 199 and Form 990 for the Public Facilities Corporation (due 11/15/xx every year)	11/1
80	Prepare schedule 199 and Form 990 for the Community Foundation (due 11/15/xx every year)	11/1
81	Adjust Project Accounting Budgets (for Carryforwards)	11/30
82	State Controller Report for City is due	1/31
83	Perform all Petty Cash Fund Audits	6/27
84	Statement of Information	8/30
85	Reconcile fund balances to prior year financials	8/30
86	Order/Receive GASB 68 Report from CalPERS	8/30
87	Auditors prepare Draft CAFR for staff review	12/1
88	Draft Audit to Finance Commission	1/30
89	Audit presented to City Council	2/29