

FY20 BUDGET TIMELINE

DUE DATE	MILESTONE	DETAIL
11/16/2018	Presentation Guide and Schedule sent to Depts Headcount Sheets sent to Departments	Finance distributes FY20 presentation guidelines, schedule and headcount sheets to all departments. Presentation guidelines should be used to prepare operational presentations after strategic presentations, i.e. Programming and LCE presentations, are completed.
Wk of 11/26/2018	Planning Meetings - LCE with Finance and P&D	Finance and P&D meet with LCE to establish and prioritize FY20 strategic goals, and discuss their financial impact on FY20 budget
Wks of 12/3 & 12/10/2018	Strategic Presentations - Programming and LCE	Programming and LCE present 3-5 FY20 strategic priorities and discuss their financial impact on FY20 budget
12/20/2018	Headcount Sheets due to Finance	Completed headcount sheets are due to Finance
Wks of 1/7 & 1/14/2019	Operational Presentations	Operational Presentations - P&D, General Services & Concert Halls, Marketing & Communications, HR, IT, Legal, LFLC, and Finance - Discuss FY19 activities - Establish 3-5 FY20 operational S.M.A.R.T. (specific, measurable, achievable, results-focused, and time-bound) goals, prioritize them, and discuss their financial impact on FY20 budget
1/14/2019	Personnel Assumptions due from HR to Finance	Personnel assumption rates from HR are due to Finance - payroll taxes - insurance costs and employee medical / dental elections from census data - union rates - pension rates
Wk of 2/11/2019	Review of Headcount and Assumptions	Finance reviews headcount and personnel assumptions
2/19/2019	Adaptive Opened to Departments	Budget sheets in Adaptive are open to departments for entry (FY19 Projection and FY20 Budget)
3/4/2019	Budget Sheets Due	Completed budget sheets submitted to Finance in Adaptive
Wks of 3/18 and 3/25/2019	Budget Meetings with Finance	Budget review meetings between Finance and departments - Review variance analysis for FY Budget vs CY Projection, FY Budget vs CY Budget, and CY Projection vs CY Budget - Confirm the draft budgets meet operational goals - Make adjustments based on budget review meetings
Wk of 4/1/2019	Headcount, Benefits, and Contributed Revenue Sign-Off	Headcount and benefits sign-off by departments, HR and Finance Contributed revenue sign-off by P&D and Finance
Wks of 4/15 & 4/22/2019	FY20 Budget Presentation	Finance prepares FY20 Budget Presentation to the Board
5/2/2019 5/16/2019 6/4/2019	Finance Committee Meeting Executive Committee Meeting BOD Meeting	Finance presents FY19 Projection and FY20 Budget