

Changes in Customary Procedure for FY 20/21 Recommended Budget

Following up on our conference call where we discussed the potential alternatives for FY 20/21's recommended and final budgets.

Department Heads were on board with the option where recommended budgets from departments would be a "ditto" for our FY 19/20 budget with minor exceptions.

To make this work, which is to the advantage of **everyone** to not have to attempt to put together a budget in the middle of a disaster, we really need everyone to stick to the "minor exceptions". If we have to change everything now, we have defeated the purpose of the "ditto" budget submittal.

The Administrative Office will send out a revised budget procedures calendar for fiscal year 20/21 to replace pages 1 and 2 of the "County of Lake Budget Manual Fiscal Year 2020-2021".

A summary of the changes are below:

Recommended Budget:

The Auditor's Office will copy the FY 19/20 Adopted budget numbers over to FY 20/21.

The Administrative office, in conjunction, with each department will make minor adjustments to the Recommended Budget April 13 through May 1.

- Remove all Capital assets that are not grant funded or expenditures already in progress
- Remove all inventory items
- Update appropriations in insurance accounts 15-10, 15-12, 15-13
- Rebalance all departments' budgets where adjustments were made

Recommended Budget hearings will be rescheduled to Tuesday 6/9/2020 during a regular meeting of the Board. This discussion will be briefer in nature than it has been in recent fiscal years when department heads used this time to fully present budgets and goals for the upcoming year. Alternatively, the department head presentations will take place in full at the time of final recommended budget, rescheduled to Wednesday 9/23/2020 & Thursday 9/24/2020.

Master Fee Schedule updates are due to the Administrative Office no later than 6/1/20 which should include fee studies to justify the adjustments in fees.

Final Recommended Budget:

Payroll projection reports and General Fund Net County Cost sheets will be distributed no later than 6/12/2020.

Deadline for submitting budget requests is 7/10/20.

Final Recommended budget hearings will be held on Wednesday 9/23/20 & Thursday 9/24/20.

Special Notes related to final recommended budget are below:

- One time revenues and appropriations from FY 19/20 will be removed
- Classification and Compensation implementation data will be provided at a later date