Children & Families
Commission of Orange County

Agenda Item No. 2
April 2, 2008 Meeting

DATE: April 2, 2008

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director

SUBJECT: **FY 2008-2009 Budget Process Update**

SUMMARY:
A budget planning calendar was presented to the Commission on January 2, 2008. The planning calendar highlights the key components and milestones for the preparation and adoption of the Commission's FY 2008-2009 Annual Operating Budget (see Attachment 1). The following steps in the budget calendar have been completed to date.

- Budget assumptions for all categories of revenue and administrative expenditures, for both FY 2008-2009 and the Ten Year Financial Plan, were established in January 2008 based upon available input from State, County and Commission resources, and will be updated with the latest information available.

- Preliminary planning workshops with the Commission's management team were held in February and March 2008 to review and update budget assumptions for FY 2008-2009 anticipated program expenditures. All information discussed at these workshops has been incorporated into the FY 2008-2009 Budget recommendations.

- FY 2007-2008 Mid-year Budget Adjustments, including a decrease in MAA revenue and an increase in School Readiness Nursing expenditures, were approved by the Commission on February 6, 2008 and incorporated in the FY 2007-2008 Final Budget Amendments to be presented at the May 7, 2008 Commission meeting for approval.

- A draft report of current FY 2008-2009 Budget recommendations is complete and being scheduled for review in April 2008. The Recommended Annual Operating Budget for FY 2008-2009 will be presented at the May 7, 2008 Commission meeting for adoption, as is consistent with prior year action.

The goal of developing a more deliberative and comprehensive practice for building the annual budget for FY 2008-2009 has been successful and will continue to be utilized in future years.

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RECOMMENDED ACTION:

1. Receive update on FY 2008-2009 Budget process.

ATTACHMENTS:

1. FY 2008-09 Budget Planning Calendar (updated through March 2008)

Contact: Brenda Manriquez, Director of Finance

Attachment 1

Planning Calendar for
FY 2008-09 Budget Process
Updated through March 2008

Date	Task
Completed Completed	• Establish budget assumptions and begin projections of FY 2008-09 revenues and total program requirements. • Revise Ten Year Financial Plan projection and policy assumptions.
Completed April 2, 2008	• Present FY 2007-08 Mid-Year Budget Adjustments to Commission for approval. • Present updated Policy & Procedures to Commission for approval.
Completed	First FY 2008-09 Budget Planning Workshop with CFCOC Managers. - Meeting will include review of budget assumptions, preliminary information and program requirements for FY 2008-09.
April 2008	• Meet with Ad Hoc Commission Committee to review of budget assumptions. • Prepare FY 2008-09 Budget draft based on Budget Planning Workshop and Commissioner input.
Completed	Second FY 2008-09 Budget Planning Workshop with CFCOC Managers. - Meeting will include review of draft budget and identifying new program requirements.
April 2008	• Finalize FY 2007-08 Budget Adjustments • Meet with Executive Director and Chief Operations Officer to review FY 2008-09 Budget draft.
April 2, 2008	Present FY 2008-09 Budget Process Update to Commission.
April 14, 2008	Review Final FY 2008-09 Budget with CFCOC Managers
April 25, 2008	FY 2008-09 Budget Process completed for final review by Executive Director.
May 7, 2008	• Present FY 2007-08 Final Budget Adjustments to Commission for approval. • Present FY 2008-09 Final Budget to Commission for approval.