PIMA COUNTY
FINANCE & RISK MANAGEMENT

MEMORANDUM

Date: October 15, 2020

To: Elected Officials
Presiding Judge, Superior Court
Appointing Authorities

From: Michelle Campagne
Director, Finance and Risk Management

Re: Fiscal Year 2021/22 Budget Process

Below is the summarized calendar of events for the FY 2021/22 budget process, budget request development and budget adoption. Requested budgets (Operational, Grant and Capital Improvement Program) for FY 2021/22 are due January 15, 2021.

October 19, 2020	Planning and Budgeting System (PB) released for budgeting
October 19, 2020	Base target budgets for General Fund departments, assumptions, location of SharePoint site and other information distributed to departments
November 2, 2020	Organizational, bureau and group structural changes due.
December 1, 2020	Departments submit completed FIN Forms in PB system
January 15, 2021	Operational, Grant and CIP Budgets due to the Budget Division, Departmental Analysis, Grants Management and Innovation, and Finance CIP from departments
March 12, 2021	County Administrator meets with departments to review CIP budgets
March 19, 2021	County Administrator meets with County Budget Division staff
April 30, 2021	County Administrator submits Recommended Budget to the Board
May 11-12, 2021	Proposed Board of Supervisors Departmental Budget Hearings (Multiple Sessions) – Schedule provided at later date
May 18, 2021	Board of Supervisors Tentative Budget adoption
June 22, 2021	Board of Supervisors Final Budget adoption
August 16, 2021	Board of Supervisors adoption of the Levy of Taxes

We are in the process of placing information relevant to the budget process onto the FY 2021-22 Budget Directory found on the Finance SharePoint website. This site is a work in progress and updates occur on a regular basis. Examples of available information on the website include this memo, the detailed FY 2021/22 Budget Calendar and additional copies of departmental base budget worksheets.

If you have any questions or need any assistance regarding the FY 2021/22 budget process or in using the PB system, please do not hesitate to contact Patrick McGee at 724-6755, Michael Garland (Budget Supervisor, 724-8225), Francie Rech (Budget Supervisor, 724-4278) or your designated Analyst from the Budget or Departmental Analysis Division.

cc: Department Budget Contacts