



REGIONAL PARK AND OPEN SPACE DISTRICT

Budget Calendar

2016

S M T W T F S

July							1	2
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

August								
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28	29	30	31					

September								
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October							1	
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November								
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December								
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JANUARY

- 2 - HOLIDAY, HQ CLOSED
- 3 - ACO December preliminary results, Q2 Adj to Fiscal Manager
- 9 - ACO December final results available, Q2 Adj to EO
- 13 - December Budget Vs Actual Reports distributed to staff
- 16 - HOLIDAY, HQ CLOSED
- 17 - BUDGET KICKOFF MEETING
- 20 - FY17-18 workbooks & payroll distributed to staff
- 23-31 - Individual Analyst Review sessions

FEBRUARY

- 1-9 - Individual Analyst Review sessions (continued)
- 6 - Off-site Manager's Meeting, all day
- 10 - WORKBOOKS DUE FROM STAFF
- 10-13 - First Consolidation
- 13 - HOLIDAY, HQ CLOSED
- 14-16 - Analyst review with Chiefs and Managers
- 17-20 - Second consolidation
- 20 - HOLIDAY, HQ CLOSED

- 21-23 - Director review with Chiefs and Managers
- 24-27 - Director & Chief adjustments
- 27-March 3 - CPRS Conference

MARCH

- 1-9 - Director & Chief adjustments (continued)
- 10-12 - Final Consolidation
- 13-15 - Entry into B.A.S.E.
- 15 - FY17-18 Budget due from Finance to Executive Office

APRIL

- 10 - Q3 Budget Adjustments DUE TO EO

MAY

- 29 - HOLIDAY, HQ CLOSED

JUNE

- 30 FY16-17 FISCAL YEAR END

2017

S M T W T F S

	January						
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February								
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March								
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April							1	
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May								
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June								
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RIVERSIDE COUNTY PARKS THE BIG PICTURE

**START
HERE**

ANNUAL REPORT
Report based upon WP
Tactics Completed
Include Measures

STRATEGIC PLAN (5 YR)
Vision
Mission
Values
Perspectives
Goals
Objectives

PLANS:
Business
Comprehensive
Marketing & Communications
Quality Assurance
CIP
Etcetera...

WORK PLAN (SEPT - OCT)
Tactics

2013-14 Annual Report & The Balanced Scorecard:
All employees are partially evaluated on:
FINANCIAL:
1. How well was the budget put together? Were we able to predict revenues and costs accurately?
2. Did we bring in all of the revenues projected? If not, why?
3. Did we remain within our stated expenses? If not, why?
CUSTOMER:
1. Did we achieve our targeted customer satisfaction ratings?
2. Did we respond to customers needs and feedback?
3. Did we support the Marketing & Communications Plan?
INTERNAL BUSINESS SUPPORT:
1. Did we communicate well internally?
2. Did we provide support to our team members?
3. Did we establish policies where needed and adhere to policies consistently?
4. Did we utilize technology well?
5. Did we follow our Action Plan (or other Plans)*?
LEARNING AND GROWTH:
1. Did we submit evaluations on time?
2. How well did we utilize volunteers?
3. Did we encourage and provide training for staff?
These answers **influence:** Quantity of work, quality of work, dependability, judgment, etc.

BUDGET (NOV - APRIL)
Develop budget based upon approved Work Plan Tactics

**MY Updates
BUDGET
Adjustments**

MEASURES (MAY)
-Develop BASELINE-
Track Measures (outcomes)
based on Tactics

ACTION PLANS (JUNE)
Address WP Tactics
Identify SP Goals/Objectives
-WHO will accomplish it?
-WHAT will be accomplished?
-WHEN will it be done?
-WHERE will it take place?
-WHY are we doing it?

BOARD ADOPTS BUDGET (JUNE)

Rangers/Coordinators develop by program/site
Supervisors review, refine and approve
Managers compile all budgets, review and ensure bottom line target is achieved
GM provides final review & approval

Rangers/Coordinators develop program/site specific measures.
Supervisors provide quality control: Are these good measures? Are they accurate?
Managers compile all performance measures, ensure accuracy and investigate discrepancies.
GM provides final review & approval

Rangers/Coordinators develop ACTION Plans considering budget & Tactics (WP & Plans*)
Supervisors review ACTION Plans, refine, and ensure plan outcomes are achievable
Managers compile all ACTION Plans, review and ensure they are achievable
Director provides final review & approval

