



Agenda Date: 1/24/2022

Agenda Placement: 4A

Napa Sanitation District Finance Committee Board Agenda Letter

TO: Finance Committee
FROM: Timothy Healy - General Manager
NS-Administration
REPORT BY: Cyndi Bolden, FINANCE DIRECTOR - 258-6001
SUBJECT: Review and Discuss Budget Direction for Fiscal Year 2022/23

RECOMMENDATION

Review and discuss the FY 2022/23 budget schedule and process, and provide input and general direction to staff regarding the budget assumptions and development.

EXECUTIVE SUMMARY

Staff has begun the process for preparation of the FY 2022/23 operating and capital budget, as well as year-end projections for the current fiscal year. While no definite projections have been made at this time, some general guidance has been developed for budget preparation. Attached to this staff report are draft assumptions for NapaSan staff to use in development of the FY 2022/23 budget, and the rationale for each.

The following is the proposed budget calendar for the FY 2022/23 budget:

January 24, 2022 - Finance Committee Meeting: Recommend FY 2022/23 Budget Assumptions
February 16, 2022 - Board of Directors approves FY 2022/23 Budget Assumptions
Week of April 11, 2022 - Finance Committee Meeting: Review Proposed Operating Budget
Week of April 18, 2022 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan
May 4, 2022 - Present Operating Budget to Board of Directors
May 18, 2022 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors
June 1, 2022 - Adopt Operating and Capital Budget
June 1, 2022 - Resolution to Instruct Staff to Complete Tax Roll
June 15, 2022 - Backup Date for Adopting Budget
July 20, 2022 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll
August 3, 2022 - Capital Carry Forward List Budget Amendment

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . Budget Assumptions

Napa Sanitation District Finance Committee: Approve

Reviewed By: Timothy Healy