

**HESPERIA RECREATION AND PARK DISTRICT
INTER-OFFICE MEMO**

DATE: February 18, 2021 **PHONE:** (760) 244-5488

FROM: DEANNA TIGHE, FINANCE MANAGER
Hesperia Recreation and Park District

TO: NICOLAS CHAVEZ, GENERAL MANAGER
Hesperia Recreation and Park District

SUBJECT: FOUNDATION BUDGET TIMELINE FOR FISCAL YEAR 2021/2022

Please find below the Foundation Budget Timeline for fiscal year 2021/2022.

Budget Timeline for Staff	
Foundation Budget Timeline given to Foundation Board at Board Meeting (<i>goes in board packet 1 week earlier</i>)	2/25/2021
Position Requests Due to Administration	2/26/2021
Foundation Program Estimated Staffing Hours Due to Finance	3/4/2021
Foundation Program Estimated Revenues & Expenses Due to Finance	3/15/2021
Draft Budget given to Foundation Board at Board Meeting (<i>goes in board packet 1 week earlier</i>)	3/25/2021
District Project Requests due to Administration	3/26/2021
Admin Review and Approval of Requested Projects	4/1/2021
Foundation Budget Approved by Foundation Board at Board Meeting (<i>goes in board packet 1 week earlier</i>)	4/22/2021
Foundation Budget Accepted by District Board at Board Meeting (<i>goes in board packet 1 week earlier</i>)	5/12/2021
District Preliminary Budget Reviewed by District Board at Board Meeting (<i>goes in board packet 1 week earlier</i>)	5/12/2021
District Draft Budget Reviewed by District Board at Board Meeting (<i>goes in board packet 1 week earlier</i>)	6/9/2021
District Final Budget Hearing & Approval by District Board at Board Meeting (<i>goes in board packet 1 week earlier</i>)	7/14/2021

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