

BUDGET CALENDAR
Fiscal Year 2019-2020

November 5, 2018	Board review and adoption of Budget Calendar.
2019 January-February	County staff will develop expenditure data on fuel, postage, capital equipment, salaries, and utilities. County Manager will prepare budget letters to be sent to agencies and departments.
February 1-28	Send budget instruction letters to outside agencies: 1. Fire Departments 2. Schools 3. Others
February 13	Distribute revenue and expenditure work sheets to Department Heads
February 22	County Commissioners' Annual Planning Retreat.
March 1– April 5	Departmental budget reviews with County Manager, Assistant County Manager and Budget Director.
March 4	Budgets due from small departments (8 or fewer full-time employees).
March 8	Budgets due from medium departments (12 or fewer full-time employees).
March 15	Budgets due from fire departments and outside agencies.
March 18	Budgets due from large departments.
March 28	Budgets due from Social Services and Health departments.
March 29	Budgets due from Boards of Education
April 9	Commissioners' Budget Work Session # 1: Budget Presentation from County Departments.
April 11	Estimate of values sent to each school system.
April 23	Budget Work Session #2: Fire Departments
April 26	Estimate of values sent to the County Manager, Budget Director, and Finance Officer from the Tax Administrator.

- April 30 Budget Work Session # 3: Budget Presentations from Boards of Education.
- May 14 or 16 Budget Work Session #4 (if needed).
- May 27-30 Prepare and print recommended budget.
County Manager prepares budget message.
- May 31 File recommended budget with Commissioners and Clerk to the Board.
- June 3
1. Present recommended budget at Commissioners' meeting.
 2. Schedule public hearing.
- June 4 Advertise public hearing for June 17 at 6:00 p.m. or soon thereafter and advertise that proposed budget is on file for public review.
- June 11 or 13 Budget Work Session #4.
- June 17 Public hearing on Budget for Fiscal Year 2019-2020.

Not later than June 30, 2018:

Commissioners adopt the Budget for Fiscal Year 2019-2020.

Notify Tax Administrator of approved tax rates.

File the Budget for Fiscal Year 2019-2020 with the Clerk to the Board.

July 1

FISCAL YEAR 2019-2020 BEGINS.

Adopted by the Board of County Commissioners on November 5, 2018 with the stipulation that dates may be changed as needed.