

BUDGET CALENDAR
Fiscal Year 2018-2019

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| November 6, 2017 | Board review and adoption of Budget Calendar. |
| December 2017 | Capital Requests |
| 2018 January-February | County staff will develop expenditure data on fuel, postage, salaries, and utilities. County Manager will prepare budget letters to be sent to agencies and departments. |
| February 1-27 | Send budget instruction letters to outside agencies: 1. Fire Departments 2. Schools 3. Others |
| February 14 | Distribute revenue and expenditure work sheets to Department Heads |
| February 23 | County Commissioners' Annual Planning Retreat. |
| March 1– April 4 | Departmental budget reviews with County Manager, Assistant County Manager for Human Resources and Operations and Finance Officer. |
| March 5 | Budgets due from small departments (8 or fewer full-time employees). |
| March 9 | Budgets due from medium departments (12 or fewer full-time employees). |
| March 12 | Budgets due from school systems. |
| March 16 | Budgets due from fire departments and outside agencies. |
| March 19 | Budgets due from large departments. |
| March 29 | Budgets due from Social Services and Health departments. |

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| April 5 | County Manager to notify departments, if, 1) Personnel Expansion requests can be submitted, and 2) the deadline for submission requests. |
| April 10 | Commissioners' Budget Work Session # 1: Budget Presentation from County Departments. |
| April 12 | Estimate of values sent to each school system. |
| April 19 | Budget Work Session # 2: Budget Presentations from Boards of Education. |
| April 24 | Budget Work Session #2: Fire Departments |
| April 27 | Estimate of values sent to the County Manager and Finance Officer from the Tax Administrator. |
| May 1 | Budget Work Session #3: Boards of Education, SCC (rescheduled from April 19 by BOCC action on 3/5/18) |
| May 15 or 17 | Budget Work Session #4 (if needed). |
| May 21-25 | Prepare and print recommended budget (10 copies). County Manager prepares budget message. |
| May 31 | File recommended budget with Commissioners and Clerk to the Board. |
| June 4 | <ol style="list-style-type: none"> 1. Present recommended budget at Commissioners' meeting. 2. Schedule public hearing. |
| June 5 | Advertise public hearing for June 18 th at 6:00 p.m. or soon thereafter and advertise that proposed budget is on file for public review. |
| June 12 or 14 | Budget Work Session #5 (if needed). |
| June 18 | Public hearing on Budget for Fiscal Year 2018-2019. |
| Not later than June 30, 2018: | |
| | Commissioners adopt the Budget for Fiscal Year 2018-2019. |
| | Notify Tax Administrator of approved tax rates. |
| | File the Budget for Fiscal Year 2018-2019 with the Clerk to the Board. |
| July 1 | FISCAL YEAR 2018-2019 BEGINS. |

Adopted by the Board of County Commissioners on November 6, 2017 with the stipulation that dates may be changed as needed.

Amended by the Board of Commissioners on March 5, 2018.