

BUDGET CALENDAR

Fiscal Year 2011-2012

December 20, 2010	Board review and adoption of Budget Calendar.
2011	
January-February	County staff will develop expenditure data on fuel, postage, capital equipment, salaries, and utilities. Staff will prepare budget letters to be sent to agencies and departments.
February 7-28	Send budget instruction letters to outside agencies: <ol style="list-style-type: none">1. Fire Departments2. Schools3. Others
February 9	Distribute revenue and expenditure sheets to Department Heads, Room 335, Government Center, 9:00 a.m.
February 25	County Commissioners' Annual Planning Retreat.
March 4	Budgets due from small departments (10 or fewer employees).
March 11	Budgets due from large departments.
March 25	Budgets due from Social Services and Health departments.
March 7 – April 4	Departmental budget reviews with County Manager and Assistant County Manager for Budget and Finance.
April 4	Budgets due from fire departments and outside agencies.
April 6	Commissioners' Budget Work Session # 1: County Departments.

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| April 12 or 14 | Budget Work Session # 2: Budget Presentations on Education. |
| April 18 | Estimate of values sent to each school system. |
| April 19 | Fire departments to meet with Board's Fire Tax Committee. |
| April 29 | Estimate of values sent to County Manager. |
| May 2 | Selected Budget Presentations (as needed) |
| May 4 or 5 | Budget Work Session # 3 – Special Districts. |
| May 16-27 | Prepare and print recommended budget (10 copies).
County Manager prepares budget message. |
| May 27 or 30 | File recommended budget with Commissioners and Clerk to the Board. |
| June 6 | <ol style="list-style-type: none"> 1. Present recommended budget at Commissioners' meeting. 2. Schedule public hearing. |
| June 7 | Advertise public hearing for June 20 at 6:00 p.m. or soon thereafter and advertise that proposed budget is on file for public review. |
| June 20 | Public hearing on Budget for Fiscal Year 2011-2012. |

Not later than June 30, 2011:

Commissioners adopt the Budget for Fiscal Year 2011-2012.

Notify Tax Administrator of approved tax rates.

File the Budget for Fiscal Year 2011-2012 with the Clerk to the Board.

July 1 FISCAL YEAR 2011-2012 BEGINS.

Adopted by the Board of County Commissioners on December 20, 2010, with the stipulation that dates may be changed as needed.