

BUDGET CALENDAR

Fiscal Year 2012-2013

December 19, 2011	Board review and adoption of Budget Calendar.
2012	
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 6-29	Send budget instruction letters to outside agencies: <ol style="list-style-type: none">1. Fire Departments2. Schools3. Others
February 8	Distribute revenue and expenditure sheets to Department Heads, Room 335, Government Center, 9:00 a.m.
February 24	County Commissioners' Annual Planning Retreat.
March 2	Budgets due from small departments (10 or fewer employees).
March 9	Budgets due from large departments.
March 23	Budgets due from Social Services and Health departments.
March 5 – April 2	Departmental budget reviews with County Manager and Assistant County Manager for Budget and Finance.
April 2	Budgets due from fire departments and outside agencies.
April 4	Commissioners' Budget Work Session # 1: County Departments.

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| April 10 | Budget Work Session # 2: Budget Presentations on Education. |
| April 16 | Estimate of values sent to each school system. |
| April 17 | Fire departments to meet with Board's Fire Tax Committee. |
| April 27 | Estimate of values sent to County Manager and Finance Office. |
| May 2 or 3 | Budget Work Session # 3 – Special Districts. |
| May 7 | Selected Budget Presentations (as needed) |
| May 14-28 | Prepare and print recommended budget (10 copies). County Manager prepares budget message. |
| May 28-31 | 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 at 6:00 p.m. or soon thereafter and advertise that proposed budget is on file for public review. |
| June 18 | Public hearing on Budget for Fiscal Year 2012-2013. |

Not later than June 29, 2012:

Commissioners adopt the Budget for Fiscal Year 2012-2013.

Notify Tax Administrator of approved tax rates.

File the Budget for Fiscal Year 2012-2013 with the Clerk to the Board.

July 1 FISCAL YEAR 2012-2013 BEGINS.

Adopted by the Board of County Commissioners on December 19, 2011, with the stipulation that dates may be changed as needed.