

**ROCKINGHAM COUNTY FISCAL YEAR 2012-13
BUDGET CALENDAR**

Jan 30 – Feb 1	Workshop with Commissioners – Goals, Objectives, Forecast, & Prioritization of Major Projects
Feb 21	Distribute budget packets at Department Head Meeting 8:30AM
Feb 24	Budget Preparation Workshop – Rookies come at 9:00AM and Veterans come at 10:00AM. Department attendance is mandatory. We will learn/refresh tools and how to submit a proper budget.
Feb & Mar	Departments prepare revenue and expenditure estimates based on year-to-date information and projections from appropriate sources. Departments formulate budget request online and prepare support documentation.
Mar 21	Deadline for submission of budget request, revenue estimates, summary and support documentation.
Mar 21 - 28	Budget/Finance Staff review departmental requests and begin recommendations.
Mar 29	Compile and print budget for County Manager’s review.
April 10	Complete departmental budget conferences with County Manager and Budget/Finance staff.
April 13	Return revised budget request to departments for review.
April/May	Hold budget workshops with Commissioners. Review/amend proposed budget and meet with departments to discuss requests and performance data.
May 3	Deadline for departmental appeals on revised budget.
June 1	Deadline for Manager’s proposed budget and budget message presented to Board of Commissioners. File copy with Clerk and advertise that budget is available for public inspection. Set time and date of public hearing.
June	Hold public hearing. (May be a special session or part of a regular meeting)
June	Hold workshops and public hearings as necessary until budget adopted.
July 1	Budget adoption deadline (may be adopted any day following or day of public hearing)