

# BUDGET CALENDAR

*FISCAL YEAR 2016/17*

## **January 2016**

Prepare salary and benefits projections.

## **January 27<sup>th</sup>**

Board of Commissioners' planning retreat. Fiscal Year 2016/17 budget priorities discussed, strategic focus areas established, revenue and expense projections discussed.

## **January 29<sup>th</sup>**

Distribute budget packets to departments.

## **February 2<sup>nd</sup>**

Departments attend budget preparation workshops. Learn tools and explain how to submit a proper budget.

## **March 11<sup>th</sup>**

Deadline for submission of budget requests, including revenue projections and backup documentation.

## **March**

Budget/Finance staff review departmental requests and begin recommendations.

## **March 31<sup>st</sup>**

Preliminary Recommended Budget sent to County Manager for review.

## **April 4<sup>th</sup> – April 20<sup>th</sup>**

Complete departmental/agency budget meetings with County Manager and Budget/Finance staff.

## **April 25<sup>th</sup>**

Return revised budget to departments for review.

## **May 16<sup>th</sup>**

Manager's Recommended Budget and Budget Message presented to Board of Commissioners at regular meeting. File copy with Clerk and advertise that budget is available for public inspection. Set time and date of public hearing.

## **May 24<sup>th</sup> – 9:00 am**

Hold workshop to review and/or amend Recommended Budget and YTD performance data as necessary.

## **June 20<sup>th</sup>**

Budget public hearing at regular Board of Commissioner meeting.

## **July 1<sup>st</sup>**

Budget adoption deadline (may be adopted the day of the public hearing or any time following)