

# BUDGET CALENDAR

\_\_\_\_\_ County

For the Fiscal Year \_\_\_\_\_

## ***PHASE ONE: Adoption of Budgeting System***

<b>Dates</b>	<b>Responsibility</b>	<b>Procedures or Action To Be Taken</b>
November 1–January 1	Committee & Department Heads	Develop procedures, budget forms and budget calendar
January 2–31	County Legislative Body	Adopt budgeting process
February 1	Budget Coordinator	Transmit budget instructions, related statistical data, procedures, forms, and budget calendar to all department heads responsible for preparing the department's budget

## ***PHASE TWO: Departments Prepare Budgets***

<b>Dates</b>	<b>Responsibility</b>	<b>Procedures or Action To Be Taken</b>
February 1	Department Heads	Prepare information for proposed budget
April 1–10	Department Heads	Provide complete information to budget coordinator
April 1	Budget Coordinator	Assemble information for presentation to county legislative body
April 10–15	Operating Department Heads	Present budgets to county legislative body

## ***PHASE THREE: Review, Analysis and Recommendations***

<b>Dates</b>	<b>Responsibility</b>	<b>Procedures or Action To Be Taken</b>
April 15	County Legislative Body	Review budgets with department heads
May 15	Budget Committee	Analyze budgets; review alternatives and priorities as to funding and expenditures; prepare recommendations
May 15–30	Budget Coordinator	Prepare consolidated budgets and recommendations

## ***PHASE FOUR: Review of Budget by County Legislative Body***

<b>Dates</b>	<b>Responsibility</b>	<b>Procedures or Action To Be Taken</b>
June 1–20	County Legislative Body (CLB)	Review budgets
June 20–30	CLB	Negotiate budget changes and hold budget hearings
June 30–July 20	CLB	Adopt budget

## ***PHASE FIVE: Preparation and Dissemination of Adopted Budgets***

<b>Dates</b>	<b>Responsibility</b>	<b>Procedures or Action To Be Taken</b>
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