

## 2015 Budget Timeline

June 24, 26, 27, 2014	Budget Goals and Trainings led by Business Operations ( <i>Finance Manager will schedule meetings/vice versa</i> )
July 8, 2014	Board Strategic Initiatives Retreat
July 14, 2014	Leadership Team Retreat
July 21, 2014	Business Operations to be done entering salary and benefits
July 25, 2014	Budget Goals, 2014 Assessment and Narrative due to supervisor
August 1, 2014	Budget Goals, Narrative and Assessment and New Account numbers due to Business Operations
August 4, 2014	Business Operations to be done entering utilities
August 4-7, 2014	Department and Supervisors to meet with Executive Director and Finance Director about 2014 budget goals
August 11, 2014	Business Operations to be done assembling draft narrative available on the P-drive
August 15, 2014	Staff deadline for entering budgets in MSI (Superintendents and Department Heads will have access).
August 19, 2014	All MSI changes due to Business Operations (Everyone but Business Operations locked out of MSI)
August 22, 2014	Business Operations to be done with graphs and tables for the draft budget
August 26, 2014	Business Operations done entering draft property tax levy. Calculations to be reviewed by Board Treasurer and Executive Director
August 29, 2014	Draft Budget distributed to Director and Superintendents
September 2-12, 2014	First draft review meetings with the Executive Director, Finance Director and Department Heads
September 10, 2014	Communications to be done with review of draft narratives
September 17, 2014	Draft Budget Letter completed by Business Operations

September 17, 2014	Business Operations to be done with Revenue and Expense
September 19, 2014	Draft Budget Letter and select items Distributed to Board
September 25, 2014	Special budget working meeting with Committee of the Whole – Abstract Discussions on tax levy, wage increases, and fee increases
October 2, 2014	Preliminary Tax Levy discussed at Committee of the Whole
<b>October 3, 2014</b>	<b>First draft of Budget distributed to Board Commissioners</b>
<b>October 9, 2014</b>	<b>Special budget working meeting with Committee of the Whole – Staff presentations on Budget Detail</b>
<b>October 17, 2014</b>	Proposed Budget and Appropriation Ordinance available for 30 day Public Review
<u>October 29, 2014</u>	Publish notice of Public Hearing on Truth-in-Taxation <b>IF REQUIRED</b>
<i>November 6, 2014</i>	Truth-in-Taxation Public Hearing on Levy Ordinance (immediately prior to Committee of the Whole meeting)
<u>November 12, 2014</u>	Publish notice of Public Hearing on Budget and Appropriation Ordinance
<i>November 20, 2014</i>	Public Hearing on Budget and Appropriation Ordinance (first action of Board Meeting)
<b>November 20, 2014</b>	Approval of the Tax Levy and Budget and Appropriation Ordinance (Must have Quorum Present)
November 26, 2014	Tax Levy and Budget and Appropriation Ordinance to be filed with County
<i>December 30, 2014</i>	Last Day to file Property Tax Levy Ordinance (Last Tuesday of December)
December 31, 2014	Final Budget Distributed to Staff
<i>March 31, 2015</i>	Last day to pass Budget and Appropriation Ordinance
<i>March 31, 2015</i>	Last day to submit Budget for GFOA Distinguished Budget Award

**Bold – Board Action Required**

*Italics – Public Hearings and Legal deadlines*

Underlined – Published Notices