

## 2004-2005 BUDGET CALENDAR

<b>January</b>	14	County Board review and adoption of Budget Policies.
	15	Department Director budget meeting to review manual; calendar and forms.
	23	Central Services sends out projected personal service costs.
	26-30	Department staff budget process training session(s). Central Services estimates of expenditures by department for insurance, photocopies and postage are distributed.
<b>February</b>	3	Central Services sends out Appropriation Status Report and Revenue Realization Report subject to payroll posting.
	16	Departments submit current budget year (2003-04) expenditure and revenue projections ( <i>Budget forms 7 &amp; 7A</i> ). Central Services sends out indirect costs.
	23	Departments submit revenue estimates ( <i>Budget form 1A</i> ) to Central Services.
	23	Special Projects Fund proposals ( <i>Budget forms 4A &amp; 5A</i> ) submitted by General Fund Departments.
<b>March</b>	2	Administrator approves revenue estimates for all funds.
	12	All departments submit line item budget proposals ( <i>General Fund Summary, Special Fund Summary and Budget Detail forms</i> ) and supporting schedules ( <i>Budget forms 1, 2, 3, 4, 5, 6, &amp; 8</i> ) electronically and in hard copy form.
	3/15-31	Review by Administrator of all budgets.
<b>April</b>	7	Deadline for submission of revised budgets for all funds. Submitted electronically and in copy-ready form - line item budget proposals ( <i>General Fund Summary, Special Fund Summary and Budget Detail forms</i> ).
	8-13	Final budget review by Manager--all departments.
	4/13-28	Proposed Budget compiled and printed.
	30	Proposed Budget distributed to Budget Committee.
<b>May</b>	12	First meeting of Budget Committee. (Subsequent meetings: 5/13 and 5/14, if necessary.)
	21	Deadline for Budget Committee recommendation to Board of Commissioners.
<b>June</b>	9	Public Hearing by Board of Commissioners.
	23	Budget Adoption by Board of Commissioners.