

COUNTY OF MONROE
2016-2017 BUDGET CALENDAR

<u>2015 DATE</u>	<u>BUDGET ACTION ITEM</u>
January 20	Proposed 2016 Budget Calendar is submitted to Board of Commissioners for consideration and acceptance.
February 23	Planning Department transmits 2016-2020 Capital Improvement Worksheets to all departments and courts for submittal of projects.
April 21	Draft of Budget Guidelines for 2016 Budget presented to Board of Commissioners including preliminary budget outline for 2017.
May 5	Board of Commissioners provides policy statement and budget direction for formulation of 2016 budget and communicates the statement to Administrator/CFO and all elected officials and department heads.
May 11	Administrator/CFO transmits Budget communication to all elected officials and department heads to begin preparation of 2016 budget by drafting goals, objectives, program review, prioritization of services, staffing needs and contingency plans for possible program/staffing funding changes.
June 2	Board of Commissioners Establishes Operating Millage.
June 2	Planning Department submits 2016-2020 Capital Improvements Program Report to Board of Commissioners to be referred to Physical Resources Committee.
June 5	Budget worksheets are distributed to all departments, offices and courts with operational expenses/amended budget amounts as of May 31, 2015 preliminary financials. Departments required to develop requests for operating expenses and revenue sections of respective budgets.
July 6	All departments, offices and court budget worksheets are due in Finance Office including accompanying requests for Capital Outlay funding.
July 21	Equalization Director and Treasurer present updated 2016 property tax revenue projections to Board of Commissioners.
August 10-14	Revised budget worksheets returned to departments with updated employee information including updated provider rates, wage and fringe expenses.

August 24	Presentation of Annual Actuarial Valuation of Monroe County Employee's Retirement System Plan to Monroe County Employee's Retirement System Board of Trustees.
August 18	Presentation of summary 24 th Annual Actuarial Valuation of Monroe County Retiree Health Plan to Board of Commissioners Finance Committee.
September 15	Administrator/CFO submits preliminary budget to Board of Commissioners Finance Committee.
Sept. 15-30	Administrator/CFO meets with respective courts, offices and departments to review budget requests and develop the 2016 Recommended Annual Budget.
October 6	Administrator/CFO presents first revised preliminary budget to Board of Commissioners Finance Committee.
October 20,	Board of Commissioners approves Annual Apportionment Report.
October 7-31	Board of Commissioners conducts budget meetings as necessary to develop budget framework for Administrator/CFO Recommended Budget.
November 3	Administrator/CFO submits Recommended 2016 Annual Budget to Board of Commissioners including updated projections for 2017.
November 4	Publication is transmitted for advertisement of scheduled public hearing on 2016 budget.
November 17	Public hearing on 2016 Annual Line Item Budget is held.
November 17	Board of Commissioners Adopt Final 2016 Budget and projections for 2017 Budget after public hearing.

Note: All dates are tentative and are subject to change due to timing and availability of information and actual meeting dates. All meetings are subject to the schedule and call of the Chairman of the Board of Commissioners