

**COUNTY OF MONROE**  
**2017-2018 BUDGET CALENDAR**

<b><u>2016 DATE</u></b>	<b><u>BUDGET ACTION ITEM</u></b>
January 19	Proposed 2017 Budget Calendar is submitted to Board of Commissioners for consideration and acceptance.
February 22	Planning Department transmits 2017-2021 Capital Improvement Worksheets to all departments and courts for submittal of projects.
April 19	Draft of Budget Guidelines for 2017 Budget presented to Board of Commissioners including preliminary budget outline for 2018.
May 3	Board of Commissioners provides policy statement and budget direction for formulation of 2017 budget and communicates the statement to Administrator/CFO and all elected officials and department heads.
May 9	Administrator/CFO transmits Budget communication to all elected officials and department heads to begin preparation of 2017 budget by drafting goals, objectives, program review, prioritization of services, staffing needs and contingency plans for possible program/staffing funding changes.
May 17	Board of Commissioners Establishes Operating Millage.
June 7	Planning Department submits 2017-2021 Capital Improvements Program Report to Board of Commissioners to be referred to Physical Resources Committee.
June 6	Budget worksheets are distributed to all departments, offices and courts with operational expenses/amended budget amounts as of May 31, 2016 preliminary financials. Departments required to develop requests for operating expenses and revenue sections of respective budgets.
July 8	All departments, offices and court budget worksheets are due in Finance Office including accompanying requests for Capital Outlay funding.
July 19	Equalization Director and Treasurer present updated 2017 property tax revenue projections to Board of Commissioners.
August 8-12	Revised budget worksheets returned to departments with updated employee information including updated provider rates, wage and fringe expenses.

August 16	Presentation of summary 25 <sup>th</sup> Annual Actuarial Valuation of Monroe County Retiree Health Plan to Board of Commissioners Finance Committee.
August 22	Presentation of Annual Actuarial Valuation of Monroe County Employee's Retirement System Plan to Monroe County Employee's Retirement System Board of Trustees.
September 20	Administrator/CFO submits preliminary budget to Board of Commissioners Finance Committee and Committee provides general direction to proceed with development of Recommended Budget
Sept. 15-30	Administrator/CFO meets with respective courts, offices and departments to review and finalize budget requests that will form basis for the 2017 Recommended Annual Budget.
October 4	Administrator/CFO presents first revised preliminary budget to Board of Commissioners Finance Committee and Committee consensus is outlined for Recommended Budget and date established for Public Hearing on 2017-2018 Budget
October 5	Publication is transmitted for advertisement of scheduled public hearing on 2017 budget provided budget is ready to move for adoption.
October 18,	Board of Commissioners approves Annual Apportionment Report.
October 18	Board of Commissioners conducts final budget presentation if necessary prior to Public Hearing Recommended Budget or conducts Public Hearing on this date.
October 18	Public Hearing on 2017 Annual Line Item Budget is held.
October 18	Board of Commissioners Adopt Final 2017 Budget and projections for 2018 Budget after Public Hearing
November 1	2 <sup>nd</sup> date should Board of Commissioners require this meeting to conduct Public Hearing for 2017 Budget.
November 1	Board of Commissioners Adopt Final 2017 Budget and projections for 2018 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