



MONROE COUNTY  
**FINANCE DEPARTMENT**

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125 East Second Street · Monroe, Michigan 48161-2197  
Telephone: (734) 240-7250 · Fax (734) 240-7266

March 2, 2011

Mr. William D. Sisk, Chairman  
Monroe County Board of Commissioner's Finance Committee  
125 East Second Street  
Monroe, MI. 48161

**Re: Proposed 2012-2013 Budget Calendar**

Dear Chairman Sisk and Members of the Finance Committee:

Attached for your review and approval is the proposed Budget Calendar for the development of the 2012-2013 budget. This Calendar takes into account all of the statutory timelines for the budgeting process. In addition, we have noted the other significant dates for reports and activities that determine to some extent the timing of work on the budget.

The proposed calendar advances the dates upon which the departmental work on the budget would be completed and as a result, allow the Board of Commissioners to be in a position to complete the annual budget. We understand the Board's direction to complete the budget sooner and this can be accomplished with all participants working towards the same objective.

If you have any questions or desire any further information please contact me.

Sincerely,

Michael G. Bosanac  
Director of Administrative Services

**COUNTY OF MONROE**  
**2012-2013 BUDGET CALENDAR**

Draft: 2/4/2011  
1<sup>st</sup> Revision 2/22/2011

<b><u>DATE</u></b>	<b><u>BUDGET ACTION ITEM</u></b>
February 25, 2011	Planning Department transmits Capital Improvement Worksheets to all departments and courts for submittal of projects.
March 8, 2011	Proposed 2012 Budget Calendar is submitted to Board of Commissioners for consideration and acceptance.
March 22, 2011	Finance Department transmits preliminary budget outline for 2012 Budget.
March 31, 2011	Capital Improvement Project submittals due to Planning Department.
April 26, 2011	Draft of Budget Guidelines for 2012 Budget presented to Board of Commissioners.
May 10, 2011	Board of Commissioners provides policy statement and budget direction for formulation of 2012 budget and communicates the statement to Administrator/CFO and all elected officials and department heads.
May 13, 2011	Administrator/CFO transmits Budget communication to all elected officials and department heads to begin preparation of 2012 budget by drafting goals, objectives, program review, prioritization of services, staffing needs and contingency plans for possible additional program/staffing reductions.
June 6, 2011	Budget worksheets are distributed to all departments, offices and courts with operational expenses/amended budget amounts as of May 31, 2011 preliminary financials. Department to complete operating expenses and revenue sections of respective budgets.
June 14, 2011	Planning Department submits Capital Improvements Program Report to Board of Commissioners Finance Committee.
July 1, 2011	All departments, offices and court budget worksheets are due in Finance Office including accompanying requests for Capital Outlay funding.
July 27, 2011	Equalization Director and Treasurer present updated 2012 property tax revenue projections to Board of Commissioners.
August 1-5, 2011	Revised budget worksheets returned to departments with updated employee information including updated provider rates, wage and fringe expenses.

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- August 22, 2011 Presentation of Annual Actuarial Valuation of Monroe County Employee's Retirement System Plan to Monroe County Employee's Retirement System Board of Trustees.
- August 23, 2011 Board of Commissioners Establishes Operating Millage.
- August 23, 2011 Administrator/CFO submits preliminary budget to Board of Commissioners Finance Committee.
- September 1-30, 2011 Administrator/CFO meets with courts, offices and departments on budget requests and develops the 2012 recommended annual budget.
- September 13, 2011 Truth in Taxation Hearing
- September 13, 2011 Presentation of 20<sup>th</sup> Annual Actuarial Valuation of Monroe County Retiree Health Plan to Board of Commissioners Finance Committee.
- October 4, 2011 Administrator/CFO presents first revised preliminary budget to Board of Commissioners in budget workshop after conducting department budget meetings.
- October 11, 2011 Board of Commissioners approves Annual Apportionment Report.
- October 12-31, 2011 Board of Commissioners conducts budget workshops as necessary to develop policy framework for Administrator/CFO recommended budget.
- November 8, 2011 Administrator/CFO submits recommended 2012 annual budget to Board of Commissioners.
- November 9, 2011 Publication is transmitted for advertisement of scheduled public hearing on 2012 budget.
- November 22, 2011 Public hearing on 2012 annual budget is held.
- November 22, 2011 Board of Commissioners Adopt Final Budget for 2012 annual budget.

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