

COUNTY OF MONROE
2013-2014 BUDGET CALENDAR

Draft: 12/26/2011

<u>DATE</u>	<u>BUDGET ACTION ITEM</u>
January 10, 2012	Proposed 2013 Budget Calendar is submitted to Board of Commissioners for consideration and acceptance.
February 24, 2012	Planning Department transmits Capital Improvement Worksheets to all departments and courts for submittal of projects.
March 27, 2012	Finance Office transmits preliminary budget outline for 2013 Budget.
March 27, 2012	Finance Office presents five (5) year budget forecasting model with alternative scenarios
March 30, 2012	Capital Improvement Project submittals due to Planning Department.
April 24, 2012	Draft of Budget Guidelines for 2013 Budget presented to Board of Commissioners.
May 8, 2012	Board of Commissioners provides policy statement and budget direction for formulation of 2013 budget and communicates the statement to Administrator/CFO and all elected officials and department heads.
May 11, 2012	Administrator/CFO transmits Budget communication to all elected officials and department heads to begin preparation of 2013 budget by drafting goals, objectives, program review, prioritization of services, staffing needs and contingency plans for possible additional program/staffing reductions.
June 4, 2012	Budget worksheets are distributed to all departments, offices and courts with operational expenses/amended budget amounts as of May 31, 2012 preliminary financials. Department to complete operating expenses and revenue sections of respective budgets.
June 12, 2012	Planning Department submits Capital Improvements Program Report to Board of Commissioners Finance Committee.
July 2, 2012	All departments, offices and court budget worksheets are due in Finance Office including accompanying requests for Capital Outlay funding.
July 24, 2012	Equalization Director and Treasurer present updated 2013 property tax revenue projections to Board of Commissioners.

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- August 6-10, 2012 Revised budget worksheets returned to departments with updated employee information including updated provider rates, wage and fringe expenses.
- August 20, 2012 Presentation of Annual Actuarial Valuation of Monroe County Employee's Retirement System Plan to Monroe County Employee's Retirement System Board of Trustees.
- August 21, 2012 Board of Commissioners Establishes Operating Millage.
- August 21, 2012 Administrator/CFO submits preliminary budget to Board of Commissioners Finance Committee.
- Sept. 4-28, 2012 Administrator/CFO meets with courts, offices and departments on budget requests and develops the 2013 recommended annual budget.
- September 11, 2012 Truth in Taxation Hearing
- September 11, 2012 Presentation of 21st Annual Actuarial Valuation of Monroe County Retiree Health Plan to Board of Commissioners Finance Committee.
- October 9, 2012 Administrator/CFO presents first revised preliminary budget to Board of Commissioners in budget workshop after conducting department budget meetings.
- October 9, 2012 Board of Commissioners approves Annual Apportionment Report.
- October 10-31, 2012 Board of Commissioners conducts budget workshops as necessary to develop policy framework for Administrator/CFO recommended budget.
- November 13, 2012 Administrator/CFO submits recommended 2013 annual budget to Board of Commissioners.
- November 14, 2012 Publication is transmitted for advertisement of scheduled public hearing on 2013 budget.
- November 27, 2012 Public hearing on 2013 annual budget is held.
- November 27, 2012 Board of Commissioners Adopt Final Budget for 2013 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