

## Jefferson County Commission FY20 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2018:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 6, 2018:** Budget Charge from Commissioners
- **Mid December 2018:** Preliminary health insurance renewal rates available
- **Mid December 2018:** Budget reports distributed to departments (per auditor's office should be done no later than the 1<sup>st</sup> week of February)
- **January 16, 2019:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2<sup>nd</sup>)
- **January 22, 2019:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2<sup>nd</sup>)
- **February 1, 2019:** Budget Binders distributed to Commissioners
- **February 5, 2019:** Tuesday evening Budget 101 (7PM)
- **February 11 – 15:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 1, 2019:** Assessor to certify value of real and personal property (per regulation must be done by March 3<sup>rd</sup>)
- **March 7 – 15:** Schedule community forum for public hearing of budget (per regulation must be done between March 7<sup>th</sup> and March 28<sup>th</sup>)
- **Mid March 2019:** Final health insurance renewal rates obtained
- **March 21, 2019:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29<sup>th</sup>) or Special Session on March 28, 2019.
- **March 28, 2019:** Budget must be published by March 28<sup>th</sup> each year in the local paper of record.
- **April 2019:** Health insurance renewal rates/options presented to Commissioners
- **April 16, 2019:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 16<sup>th</sup>, the 3<sup>rd</sup> Tuesday of April) – Normally a 9:30 meeting.
- **April 19, 2019:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3<sup>rd</sup> Tuesday in April)