

## Jefferson County Commission FY21 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2019:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 5, 2019:** Budget Charge from Commissioners
- **Mid December 2019:** Preliminary health insurance renewal rates available
- **Mid December 2019:** Budget reports distributed to departments (per auditor's office should be done no later than the 1<sup>st</sup> week of February)
- **January 15, 2020:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2<sup>nd</sup>)
- **January 21, 2020:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2<sup>nd</sup>)
- **January 31, 2020:** Budget Binders distributed to Commissioners
- **February 4, 2020:** Tuesday evening Budget 101 (7PM)
- **February 10 – 14:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 2, 2020:** Assessor to certify value of real and personal property (per regulation must be done by March 3<sup>rd</sup>)
- **March 9 – 13:** 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 2020:** Final health insurance renewal rates obtained
- **March 19, 2020:** 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 Tuesday, March 26, 2020.**
- **March 28, 2020:** Budget must be published by March 28<sup>th</sup> each year in the local paper of record.
- **April 2020:** Health insurance renewal rates/options presented to Commissioners
- **April 21, 2020:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 21<sup>st</sup>, the 3<sup>rd</sup> Tuesday of April) – Normally a 9:30 meeting.
- **April 24, 2020:** 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)