

Jefferson County Commission FY19 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2017:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 7, 2017:** Budget Charge from Commissioners
- **Mid December 2017:** Preliminary health insurance renewal rates available
- **Mid December 2017:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **January 16, 2018:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 22, 2018:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **February 1, 2018:** Budget Binders distributed to Commissioners
- **February 13 – 16:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 2, 2018:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **March 7 – 15:** Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)
- **Mid March 2018:** Final health insurance renewal rates obtained
- **March 29, 2018:** This is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or Special Session on March 22, 2018.
- **April 2018:** Health insurance renewal rates/options presented to Commissioners
- **April 17, 2018:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 17th, the 3rd Tuesday of April)
- **April 20, 2018:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)