

**Gordon County Board of Commissioners
Budget Calendar for Fiscal Year 2023-2024**

Date	Course of Action	Steps Performed by
February 6-9, 2023	Payroll budget information updated for distribution to department heads/elected officials	Human Resources to prepare initial projections of payroll accounts for department head/elected official distribution.
February 10, 2023	Budget information is distributed to department heads, elected officials & outside agencies.	Director of Finance
February 10 - March 3, 2023	Department Heads & Elected Officials enter their budgets & outside agencies submit theirs.	Departments Heads, Elected Officials & outside agencies.
March 6 - 29, 2023	Finance review budgets entered for accuracy and completeness.	Finance Department
March 30-April 10, 2023	Management meet & review department proposals.	County Administrator, Director of Finance & applicable department head/elected official.
April 11 - May 1, 2023	County Administrator & Director of Finance compile budget information.	County Administrator, Director of Finance
May 2, 2023	Budget work session.	County Administrator, Director of Finance & Board of Commissioners
May 3, 10 and 17, 2023	Legal notice that the recommended budget is available for review and the time and date of the budget public hearing.	Legal organ - County Clerk
May 16, 2023	Recommended budget submitted to the Board of Commissioners.	County Administrator, Director of Finance & Board of Commissioners
May 17, 2023	Copy of recommended budget posted to Gordon County website.	Director of Finance
June 6, 2023	Budget public hearing.	Board of Commissioners
June 20, 2023	Adoption of budget	Board of Commissioners
June 21 - 30, 2023	Print final adopted budget & distribute to Board of Commisioners, Library and upload to the County's website, as well as CVIOG.	Finance Department