

# **FY 2012-13 BUDGET CALENDAR**

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- March 7, 2012 Budget instructions sent to department directors, elected officials, and outside agencies.
- March 23, 2012 All budget information loaded into MUNIS by this date by the department directors and elected officials. Outside agencies submit their budget information to the Finance Director.
- March 26 - 30, 2012 County Administrator and Finance Director meet with department directors, elected officials, and outside agencies to review and discuss their budget requests.
- April 2 – May 11, 2012 County Administrator and Finance Director compile all budget requests and other budget information to prepare the recommended budget.
- May 15, 2012 Recommended budget submitted to the Board of Commissioners (during commission meeting).
- Copy of recommended budget displayed in the County Clerk's Office and Library for public review.
- Copy of recommended budget sent to the Calhoun Times.
- May 16 - 25, 2012 Budget workshops with the Board of Commissioners and county staff to discuss the recommended budget.
- May 16, 23, 26, & 30, 2012 Newspaper advertisement notifying the public that the recommended budget is available for review and the time and date of the budget public hearing.
- June 5, 2012 Budget public hearing to obtain citizen comments (during commission meeting).
- June 9, 13, & 16, 2012 Newspaper advertisement notifying the public that the recommended budget is available for review and the time and date of the adoption of the budget resolution.
- June 19, 2012 Adoption of the budget resolution (during commission meeting).
- July 1, 2012 FY 2012-13 budget in effect through June 30, 2013.