

BUDGET CALENDAR FY22-23

2021	
September	
2	Non-County Agency Funding Committee Meeting (FY21 Survey and FY22 Application)
October	
Early	County Managers identify FY23 priorities for the three strategic focus areas to provide direction for department enhancement requests/Non-County Agency funding
November	
1 - 17	Finance conducts preliminary budget meetings with all departments
9 and 10	Training for Non-County Agencies on funding application and reporting requirements
12	Non-County Agency Funding applications available (due January 10, 2022)
18	County Manager's kick-off meeting with departments on the FY22-23 budget process
19	Budget Manual available
19	Financial system opens for FY22-23 departmental continuation budget entry (system closes December 13); Equity Assessment and Grant forms available (due December 13)
December	
2 and 7	Budget Office Hours
13	Financial system closes for continuation budget entry
13	Equity Assessment and Grant forms due
14	Financial system opens for enhancement budget request entry (system closes January 18), Equity Action Plan, Enhancement, New Position and Reclassification forms available
14	Department consultations with HR on new position/reclassification requests begin (consultations end January 18)
14	Department consultations with IT on new requests begin - revenue sources found in continuation budgets also require ITGC approval (consultations end January 18)
14	Department consultations with Facilities Management on CIP requests begin - please review construction
20	Budget Process and Planning Meeting with Board of Commissioners
2022	
January	
5 and 10	Budget Office Hours
10	Non-County Agency applications due to County
18	Continuation Budget comments due to departments for review and discussion
18	Financial system closes for enhancement budget request entry
18	All department consultations end
18	Equity Action Plan, Enhancement, New Position, Reclassification, Grant, and Fee Schedule Revision forms due to Finance
February	
7 - 18	ITGC and CIP Committees review and meet
TBD	Budget work sessions with Board of Commissioners
March	
8	County Managers hold joint meeting with all departments to discuss FY22-23 enhancement requests and proposed fee changes
Late	Budget document templates sent to departments in preparation for strategy/KPI refresh
May	
12	FY22-23 Recommended Budget informally presented to Board of Commissioners
13	FY22-23 Recommended Budget presented to department heads
16	Non-County Agency Funding recommendations presented to Board of Commissioners
16	FY22-23 Recommended Budget formally presented to Board of Commissioners
June	
6	Public hearing on FY22-23 Recommended Budget
20	Adopt FY22-23 budget