

Budget Calendar 2021-22



Who:	December	January	February	March/April	May	June
Board of Commissioners		Pension update/Budget Process Workshop 1-14-20	Midyear Review 2/23/2021	Major Maintenance Capital Project Workshop 3/18/2021	Budget Workshop 5-06-2021 Budget Presentation Adoption of Preliminary - Budget 5-25-2021	Final Budget Review Budget Adoption 6/22/2021
Community		Zoom Audience Participation	Zoom Audience Participation	Zoom Audience Participation	Zoom Audience Participation	Zoom Audience Participation
Managers						
Support Staff	Compare YTD projections with budget amounts Draft Department Budgets	Prep Major Maintenance Capital Project List Meet as a Group for MM-CP	Prep Major Maintenance Capital Project List Draft to present in March	Attend Workshop MM-CP Backup	Attend BOC meeting Budget Backup	Attend BOC meeting Budget Backup
Accounting Dept	Prepare YTD projections Draft Budgeting MM - CP Budget Templates Meet with Departments to Review dept budget	Pension/Budget Workshop Draft Budgeting Meet as a Group for MM-CP	Prepare MM-CP Reports/ Presentation to BOC Prepare Mid-Year Financials	Budget Entries Present to BOC MM-CP & Midyear	Budget Updates from BOC Prepare final Draft for June BOC Adoption of Preliminary Budget	Complete final draft for Present Final Budget Draft GOAL - BOC Adoption of FINAL BUDGET