

**GUILFORD COUNTY
BUDGET CALENDAR**

FY 2009-2010

DATE	BUDGET PROCEDURES	ACTION BY																
2008																		
December 17	Distribute Draft Calendar at Department Head Meeting	Budget & Management																
December 19	Downloads of current position/employee data and FY 2010 longevity estimates from Human Resources to Budget	Human Resources																
December 31	Distribution of Capital Investment Program information and forms	Budget & Management																
2009																		
January 16	New Position Requests from departments to Human Resources Technology/CB07 Requests from departments to Information Services	Departments Departments																
January 19	Preliminary Excel Budget Files ready for department use Preliminary department personnel budgets released	Budget & Management Budget & Management																
January 30	Capital Investment Program requests due from Departments --- AND ---	Departments																
	FY 09-10 Budget Requests and Supporting Information due from GROUP A Departments:	Departments																
	<table border="0"> <tr> <td>Commissioners</td> <td>Purchasing</td> </tr> <tr> <td>Clerk to the Board</td> <td>Security</td> </tr> <tr> <td>Administration</td> <td>Facilities</td> </tr> <tr> <td>County Attorney</td> <td>Veterans Services</td> </tr> <tr> <td>Human Resources</td> <td>Property Mangement/Courts</td> </tr> <tr> <td>Budget & Management</td> <td>Parking/Fleet Operations</td> </tr> <tr> <td>Internal Audit</td> <td>Cooperative Extension</td> </tr> <tr> <td>Finance</td> <td></td> </tr> </table>	Commissioners	Purchasing	Clerk to the Board	Security	Administration	Facilities	County Attorney	Veterans Services	Human Resources	Property Mangement/Courts	Budget & Management	Parking/Fleet Operations	Internal Audit	Cooperative Extension	Finance		
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Finance																		
February 9 - 13	CIP Committee reviews requests with departments & prepares recommendations	Departments																
February 13	Human Resources to submit recommended new positions and cost information for compensation issues/market survey/insurance estimates to Budget & Management	Human Resources																
	FY 09-10 Budget Requests and Supporting Information due from GROUP B Departments:	Departments																
	<table border="0"> <tr> <td>Law Enforcement</td> <td>Board of Elections</td> </tr> <tr> <td>Emergency Services</td> <td>Planning & Inspections</td> </tr> <tr> <td>Fire Protection Districts</td> <td>Solid Waste</td> </tr> <tr> <td>Tax</td> <td>Soil & Water</td> </tr> <tr> <td>Register of Deeds</td> <td>Culture & Recreation</td> </tr> <tr> <td>Court Alternatives</td> <td>Economic Development</td> </tr> <tr> <td>Information Services</td> <td></td> </tr> </table>	Law Enforcement	Board of Elections	Emergency Services	Planning & Inspections	Fire Protection Districts	Solid Waste	Tax	Soil & Water	Register of Deeds	Culture & Recreation	Court Alternatives	Economic Development	Information Services				
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	Review of Current Year Property Tax Collections and Preliminary Growth Projections for next fiscal year.	Tax Department																
Mid-February	State estimates received by Social Scvicies, Public Health, and Mental Health	State of North Carolina																
February 16 - 20	County Manager to review GROUP A budget requests	Departments Budget & Management County Manager																
February 27	FY 09-10 Budget Requests and Supporting Information due from GROUP C Departments	Departments																
	<table border="0"> <tr> <td>Social Services</td> <td>Public Assistance Programs</td> </tr> <tr> <td>Mental Health</td> <td>Human Services Transportation</td> </tr> <tr> <td>Public Health</td> <td>Coordinated Services</td> </tr> <tr> <td>Child Support Enforcement</td> <td>Animal Services</td> </tr> <tr> <td>Other Protection</td> <td>Internal Services Fund</td> </tr> <tr> <td>Room Occupancy/Tourism Fund</td> <td></td> </tr> </table>	Social Services	Public Assistance Programs	Mental Health	Human Services Transportation	Public Health	Coordinated Services	Child Support Enforcement	Animal Services	Other Protection	Internal Services Fund	Room Occupancy/Tourism Fund						
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March 2 - 6	County Manager to review GROUP B budget requests	Departments Budget & Management County Manager
Mid-March	Preliminary Budget requests from the School Board & GTCC, if possible.	Guilford County Schools GTCC
March 16 - 20	County Manager to review GROUP C budget requests	Departments Budget & Management County Manager
March 20	Tax Valuation update from Tax Department. Estimate of Fund Balance & Investment Earnings from Finance.	Tax Department Finance
Late March to Mid-April	Additional review and meetings with departments, if necessary.	County Manager Budget & Management
Late April	Final adjustments and budget document preparation and printing	Budget
May 1	Statutory deadline for School Superintendent to present budget and budget message to the School Board.	Superintendent School Board
May 7	Manager's Recommended Budget to Board of Commissioners	County Manager
May 7	Notify fire districts of probable tax rates and public hearing.	Budget & Management
May 11	Board Work Session	County Commissioners County Manager Budget & Management Departments
May 15	Statutory deadline for Board of Education to present budget request to the County Manager.	Superintendent School Board
May 21	Public Hearing on Manager's Recommended Budget	Public County Commissioners
May 28	Board Work Session	County Commissioners County Manager Budget & Management Departments
June 4	Public Hearing on Board of Commissioners Budget	Public County Commissioners
June 18	Adoption of Budget Ordinance.	County Commissioners
July 1	Statutory deadline for Board of County Commissioners to adopt the Budget Ordinance.	County Commissioners