

**ROCKINGHAM COUNTY FISCAL YEAR 2011-12
BUDGET CALENDAR (PROPOSED)**

Feb 23 & 24	Budget Workshop with Commissioners at 8:00AM – Forecast, Major Projects, Policy Direction discussions.
Feb 28	Distribute budget packets
Mar 7	Departments attend either 9:00AM or 10:00AM budget preparation workshops. Learn/refresh tools and how to submit a proper budget.
Feb & Mar	Formulate revenue estimates based on year-to-date information and projections from appropriate sources.
Feb & Mar	Departments formulate budget request online and prepare support documentation.
Mar 31	Deadline for submission of budget request, summary and support documentation.
April 4	Budget/Finance Staff review departmental requests and begin recommendations.
April 8	Compile and print budget for County Manager’s review.
April 22	Complete departmental budget conferences with County Manager and Budget/Finance staff.
April 26	Return revised budget request to departments for review.
April/May	Hold budget workshops with Commissioners. Review/amend proposed budget and meet with departments to discuss requests and performance data.
May 3	Deadline for departmental appeals on revised budget.
June 1	Manager’s proposed budget and budget message presented to Board of Commissioners at 10:00AM. File copy with Clerk and advertise that budget is available for public inspection. Set time and date of public hearing.
June	Hold public hearing. (May be a special session or part of a regular meeting)
June	Hold workshops and public hearings as necessary until budget adopted.
July 1	Budget adoption deadline (may be adopted any day following or day of public hearing)