

**ROCKINGHAM COUNTY FISCAL YEAR 2014-15
BUDGET CALENDAR**

January 2014	Prepare Salary & Benefits projections
Feb 14	Distribute budget packets
Feb 2014	Departments attend budget preparation workshops. Learn tools and explain 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 14	Deadline for submission of budget request, summary and support documentation.
March	Budget/Finance Staff review departmental requests and begin recommendations.
March 28	Compile and print budget for County Manager's review.
April 1 -18	Complete departmental budget conferences with County Manager and Budget/Finance staff.
April 25	Return revised budget request to departments for review.
May 19	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.
May 19-21	Hold workshop with Commissioners. Review/amend proposed budget and Meet with departments to discuss requests and performance data.
June 2	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 time following or day of public hearing)