

**RUTHERFORD COUNTY
2012-2013 BUDGET CALENDAR**

DATE	MILESTONE	DEPARTMENT OF PRIMARY RESPONSIBILITY
January 9, 2012	Presentation of Budget Calendar to Board of Commissioners	
January 2012	Begin Information Technology Strategic Plan Review	IT/Strategic Plan Committees
January 13, 2012	Have Preliminary Payroll Budget Schedule Completed	Finance
January 30, 2012	Distribute Budget Packages/Special Appropriation Agency Letters	County Manager/Finance
February 2012	Complete Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 10, 2012	Building Maintenance/Vehicle Requirements to Danny Searcy	Department Heads
February 10, 2012	Information Technology Requirements to Rhonda Owens	Department Heads
February 10, 2012	Communications Requirements to Tammy Aldridge/Rhonda Owens	Department Heads
February 10, 2012	Certification Increases, New Positions, Reclassification Requests, and Retirements to Judy Toney	Department Heads
February 24, 2012	Salary Information Due to Finance From Human Resources (with certification increases, new position requests, reclassifications, and retirements)	Human Resources
March 2012	Meeting with DSS	County Manager/Finance/DSS
March 9, 2012	Have Salary/Benefits and Debt Service Complete	Finance
March 9, 2012	Budget Requests due from Departments and Special Appropriation Agencies	Departments/Agencies
March 21 - 29, 2012	Meet Individually with Department Heads	County Manager/Finance/Depts
March 26, 2012	Distribute Special District Budget Packages	Finance/Fire Marshal
TBD - April 2012	Meeting of Board of Commissioners and Board of Education and ICC	
TBD - April 2012	Budget Workshop with Department Heads	
April 2, 2012	Departments Notify Finance of Changes in Budget Computer Sheets	Finance/Department Heads
April 9, 2012	Property Valuation Estimates	Tax
May 1, 2012	Fire District Budgets Due to Roger Hollifield	Fire Departments
May 7, 2012	Budget Presentation to Commissioners	Commissioners/County Manager/ Finance
May 7, 2012	Fire District Budgets Due to Finance	Fire Marshal