

**RUTHERFORD COUNTY  
2015-2016 BUDGET CALENDAR**

<b>DATE</b>	<b>MILESTONE</b>	<b>DEPARTMENT OF PRIMARY RESPONSIBILITY</b>
January 5, 2015	Presentation of Budget Calendar to Board of Commissioners	
January 2015	Begin Information Technology Strategic Plan Review	IT/Strategic Plan Committees
January 16, 2015	Have Preliminary Payroll Budget Schedule Completed	Finance
January 30, 2015	Distribute Budget Packages/Special Appropriation Agency Letters	County Manager/Finance
February 2015	Complete Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 9, 2015	Building Maintenance/Vehicle Requirements to Danny Searcy	Department Heads
February 9, 2015	Information Technology Requirements to Rhonda Owens	Department Heads
February 9, 2015	Communications Requirements to Tammy Aldridge/Rhonda Owens	Department Heads
February 9, 2015	Certification Increases, New Positions, Reclassification Requests, and Retirements to Debra Conner	Department Heads
February 25, 2015	Salary Information Due to Finance From Human Resources (with certification increases, new position requests, reclassifications, and retirements)	Human Resources
March 2015	Meeting with DSS	County Manager/Finance/DSS
March 9, 2015	Have Salary/Benefits and Debt Service Complete	Finance
March 9, 2015	Budget Requests due from Departments and Special Appropriation Agencies	Departments/Agencies
March 9, 2015	Property Valuation Estimates	Tax
March 18-26, 2015	Meet Individually with Department Heads	County Manager/Finance/Depts
March 13, 2015	Distribute Special District Budget Packages	Finance/Fire Marshal
TBD - April 2015	Meeting of Board of Commissioners and Board of Education and ICC	
TBD - April 2015	Budget Workshop with Department Heads	
April 1, 2015	Departments Notify Finance of Changes in Budget Computer Sheets	Finance/Department Heads
April 10, 2015	County Service District Budgets Due to Roger Hollifield	Fire Departments
April 15, 2015	County Service District Budgets Due to Finance	Fire Marshal
May 4, 2015	Budget Presentation to Commissioners	Commissioners/County Manager/ Finance
June 1, 2015	Public Hearing - Budget	Commissioners/County Manager
June 4, 2015	Budget Adoption Meeting	Commissioners