

**RUTHERFORD COUNTY
2021-2022 BUDGET CALENDAR**

DATE	MILESTONE	DEPARTMENT OF PRIMARY RESPONSIBILITY
January 4, 2021	Presentation of Budget Calendar to Board of Commissioners	
January 2021	Begin Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 1, 2021	Have Preliminary Payroll Budget Schedule Completed	Finance
February 1, 2021	Distribute Budget Packages/Special Appropriation Agency Letters	County Manager/Finance
February 2021	Complete Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 8, 2021	Building Maintenance/Vehicle Requirements to Public Works & Planning Director	Department Heads
February 8, 2021	Information Technology Requirements to IT Director	Department Heads
February 8, 2021	Communications Requirements to E911/Communications Director (Public	Department Heads
February 8, 2021	Safety Depts) & IT Director (Non-Public Safety Depts)	
February 8, 2021	Certification Increases, New Positions, Reclassification	Department Heads
	Requests, and Retirements to Human Resources Director	
February 22, 2021	Salary Information Due to Finance From Human Resources (with certification increases, new position requests, reclassifications, and retirements)	Human Resources
March 2021	Meeting with DSS	County Manager/Finance/DSS
March 1, 2021	Have Salary/Benefits and Debt Service Complete	Finance
March 1, 2021	Budget Requests due from Departments and Special Appropriation Agencies	Departments/Agencies
March 1, 2021	Property Valuation Estimates	Revenue Dept
March 17-31, 2021	Meet Individually with Department Heads	County Manager/Finance/Depts
March 18, 2021	Distribute Special District Budget Packages	Finance/Fire Marshal
April 5, 2021	Departments Notify Finance of Changes in Budget Computer Sheets	Finance/Department Heads
TBD - April 5-9, 2021	Meeting of Board of Commissioners and Board of Education	
TBD - April 5-9, 2021	Meeting of Board of Commissioners and ICC Board	
April 16, 2021	County Service District Budgets Due to Fire Marshal	Fire Departments
April 16, 2021	County Service District Budgets Due to Finance	Fire Marshal
May 3, 2021	Budget Presentation to Commissioners	Commissioners/County Manager/ Finance
June 7, 2021	Public Hearing - Budget	Commissioners/County Manager
June 10, 2021	Budget Adoption Meeting	Commissioners