

**Budget Calendar**  
**Fiscal Year 2022 - 2023**

Manager's Budget Letter to Elected Officials, Department Heads and Outside Agencies	11/30/21
Finance Issues Budget Packages Electronically to Elected Officials, Department Heads and Outside Agencies	11/30/21
Finance Offers Preliminary Budget Meetings to Answer Questions Regarding Completion of Budget Packages	1/1/22 - 2/14-22
Personnel Requests Including New Positions and Upgrades Due to Human Resources	01/14/22
Human Resources Determines the Cost of Any Personnel Requests	1/14/22 - 2/14/22
Packages Due Back to Finance	02/14/22
Commission Planning Retreat	2/23/22 - 2/25/22
Finance Enters All Requests into the Budgeting Software and Clarifies Any Requests	2/14/22 - 2/18/22
Human Resources Prepares a Payroll Budget Based on Position Requests and Direction from the Board	2/21/22 - 2/25/22
Finance Makes the Initial Revenue Projections	2/21/22 - 2/25/22
Budget Committee Meets With All Elected Officials, Department Heads and Outside Agencies to Discuss Their Budgets	3/21/22 - 3/25/22
Budget Committee Finalizes Budget Recommendations	04/22/22
Board of Commissioners Hold Work Sessions to Review the Proposed Budgets and Make Recommendations	5/16/22 - 5/20/22
Public Hearing on the Budget	06/15/22
Adoption of the Budget	06/29/22