



2020 Budget Calendar

<u>Date:</u>	<u>Activity:</u>
March 6, 2019	Distribute 2020 budget calendar to department heads for review at the Department Head meeting.
March 14	Present 2020 Budget Calendar to Commission and discuss 2020 budget baseline estimates.
March 21	Finalize 2020 budget baseline estimates with BOCC.
March 25	HR Manager to forward preliminary personnel reports to departments for verification. CPI-U for December annual from Bureau of Labor Statistics included in reports as guideline.
March 25	Budget and Finance Officer to formulate 2020 budget baseline estimates as applicable.
On or before March 29	Budget & Finance Officer sends letters to outside entities/agencies for appropriation requests.
April 10	Departments submit preliminary personnel reports to HR Manager & Budget & Finance Officer.
April 15	2020 Rev/Exp Budget Request Forms distributed to depts/funds w/personnel numbers & budget baseline estimates.
On or before April 29	Outside agency appropriation requests due to Budget and Finance Officer
On or before April 30	Total real estate appraised value determined by the Appraiser's Office.
On or before May 3	Departmental revenue and expenditure budget requests due to Budget and Finance Officer. Benefit district and special fund budgets due to Budget & Finance Officer. Revenue estimates received from the County Treasurer.
May 6, 9, 13 & 16	Meetings between Commissioners and agencies/entities requesting appropriations. Meetings between Commissioners and Department Heads to discuss budget requests.
May 14	Budget & Planning Committee to discuss compiled budget information.
May 20	Preliminary budgets are distributed to BOCC. 2020 COLA presentation included for consideration by BOCC.
By June 1 (Statute)	Personal Property, Utilities, 16/20 M Vehicles, and Oil & Gas valuations certified.
June 7	Value of 1 Mill is established by County Clerk.
June 10, June 24-27	Budget & Planning Committee & Commission budget work sessions. Department Heads review final proposed budgets with Commission as necessary.
July 1	Commissioners approve auditor review of county budgets.
July 1	Deadline to notify the County Clerk of an election
July 2	Budget documents are finalized and sent to auditor for review.
July 11	Present Final Proposed Budget & Notice of Budget Hearing to Commissioners
July 12	Send Hearing Notice to <i>Manhattan Mercury</i>
July 16	Publication in the <i>Manhattan Mercury</i> of the proposed budget and notice of hearing.
July 29	2020 Budget - Public Hearing
August 25*	Adopted budget due to County clerk (no election)
October 1	Adopted budget due to County clerk (election)
September 16	Budget Election if needed and 2020 Budget Adoption

*Kansas statutes state that an annual operating budget be legally adopted for the general fund, special revenue funds (unless specifically exempted by statute), debt service funds, and enterprise funds. State statute provides for this timetable in the adoption of the legal annual operating budget.