

Elbert County Budget Schedule

2017

Updated: 8/31/17

January 9-20	Rubin Brown on site to begin Interim Financial Statement and Single Audit fieldwork.
January 10	Release of December 2016 variance report
January 31 Statutory Deadline	Certified copy of the adopted budget must be filed with State
January 31	Deadline for Department Heads & Elected Officials to have projections for the 2017 Year turned in to Finance.
February 9	Release of January 2017 variance Reports. Release of complete 2016 variance report to all departments.
February 9	Deadline for Department Heads & Elected Officials to report any discrepancies in the 2016 YE reports for adjustment
February 13	Deadline for all payment vouchers for 2016 expenditures.
March 1	Close 2016 year with accountants.
March 8	2018 Budget Planning and Direction meeting with BOCC
March 9	Release of February 2017 variance reports.
April 10	Release of March 2017 variance reports. Give 1 st Quarter actual numbers to each department so projections can be updated.

April 24 - May12	Rubin Brown on site for Year End Fieldwork.
April 27	Deadline for Department Heads & Elected Officials to have updated projections for the year turned in to Finance.
May 10	Release of April 2017 variance reports.
May 15	Anticipated Single Audit Completion date.
May 15	Release of 2018 Budget Packets to Department Heads & Elected Officials.
June 1	Draft Financial Statement Comments and Viewpoints report delivered to Elbert County
June 8	Release of May 2017 variance reports.
June 15	Deadline for Department Heads and Elected Officials to submit 1 st draft budgets to the finance department.
June 30 Statutory Deadline	Deadline for auditor to submit audit report to local government
July 10	Release of June 2017 variance reports
July 13	Give 6 month actual numbers to each department so projections can be updated.
July 12 (tentative)	BOCC Meeting- Rubin Brown to give 2016 audit presentation to the BOCC and public.
July 27	Deadline for Department Heads & Elected Officials to have projections for the year updated and turned in to Finance.
July 31 Statutory Deadline	Deadline for submitting annual audit report to the Office of the State Auditor.
August 10	Release of July 2017 variance reports.

August 24	Budget Workshop Study Session to go over preliminary budget with commissioners. Each department should be represented.
September 7	Release August 2017 variance reports
October 10	Release of September 2017 variance reports
October 11	Give 9 month actual numbers to each department so projections can be updated.
October 11	BOCC Meeting - Submit proposed budget to BOCC. Notice of Budget must be published by BOCC after meeting.
October 15 Statutory Deadline	Deadline to submit proposed budget to BOCC – Must submit Notice of Budget to the paper after this meeting is held
October 26	Deadline for Department Heads & Elected Officials to have projections for the year updated and turned in to Finance.
November 8	Release of October 2017 variance reports.
November 8	Regular BOCC Meeting- Public Hearing on 2018 Draft Budget
December 6	Special BOCC Meeting- Assessor change in valuation to be presented to BOCC.
December 11	Release of November 2017 variance reports.
December 10 Statutory Deadline	DOLA Deadline - Assessors changes in valuation must be made to BOCC by notification.
December 13	Regular BOCC Meeting – Certify County mills including, Foxwood, Meadow Station and Chaparral Valley.
December 15 Statutory Deadline	DOLA Deadline for certification of mill levy to county commissioners.
December 20	Special BOCC Meeting – Adopt Budget.

December 22 Statutory Deadline	DOLA Deadline for BOCC to certify levies to the assessor.
December 31 Statutory Deadline	DOLA Deadline to Adopt Budget & submit to state.