



Elbert County Government

2020 Budget Development Schedule

(Updated October 9, 2019)

Target Date	Statutory Deadline (if applicable)	Responsible Party	✓	Action
July 9, 2019 (Tuesday)		Finance Department	✓	Release of the June 2019 variance reports.
July 11, 2019 (Thursday)		Departments, Budget Officer, and Finance Department	✓	Budget Kickoff Meeting – Release of 2020 Budget Packets to Department Heads and Elected Officials.
July 31, 2019 (Wednesday)		Finance Department	✓	Release of the 2019 Q2 financial summary – figures will include six month actuals so departments can update their 2019 projections.
August 8, 2019 (Thursday)		Department Heads and Elected Officials	✓	Deadline for Department Heads and Elected Officials to submit 1 st draft budgets to the Finance Department.
August 8, 2019 (Thursday)		Finance Department	✓	Release of the July 2019 variance reports.
August 12 - 15, 2019 (Monday – Thursday)		Departments, Budget Officer, and Finance Department	✓	Individual fund/department budget discussions.
August 15, 2019 (Thursday)		Department Heads and Elected Officials	✓	Deadline for Department Heads and Elected Officials to submit their 2019 updated projections to the Finance Department.
August 19, 2019 (Monday)		Departments, Budget Officer and Finance Department	✓	General Fund Department Head and Elected Official Round Table Budget Discussion. Presentation of 1 st draft budget and discussion of 2020 priorities.
August 20 - 29, 2019 (Various)		Departments, Budget Officer, and Finance Department	✓	Individual fund/department budget discussions.
August 22, 2019 (Thursday)		Budget Officer and Finance Department	✓	Meeting to review 2020 budgeted revenues.
August 22, 2019 (Thursday)	August 25, 2019 (Sunday)	Assessor	✓	Assessor's Certification of Values due to DOLA.
August 28, 2019 (Wednesday)		BOCC, Budget Officer and Various Department Heads	✓	Fee Change Workshop Study Session with BOCC (if necessary)
September 5, 2019 (Wednesday)		Departments, Budget Officer, and Finance Department	✓	Budget Officer to release initial recommendations on the 2020 budget to Department Heads and Elected Officials via e-mail.
September 9 - 26, 2019 (Various)		Departments, Budget Officer, and Finance Department	✓	Follow-up meetings with individual funds/departments in response to initial 2020 budget recommendations.
September 12, 2019 (Thursday)		Finance Department	✓	Release of August 2019 variance reports.



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September 18, 2019 (Wednesday)		Departments, BOCC, Budget Officer, and Finance Department	✓	Budget Workshop Study Session with BOCC to go over preliminary budget. Each department should be represented.
September 25, 2019 (Wednesday)		Finance Department, Budget Officer, and BOCC	✓	BOCC Meeting – Fee change hearing (if necessary)
October 15, 2019 (Tuesday)	October 15, 2019 (Tuesday)	Finance Department, Budget Officer, and BOCC		BOCC Meeting – BOCC to receive and review proposed budget.
October 15, 2019 (Tuesday)	Upon BOCC Initial Receipt of Budget	Finance Department		Request “Notice of Budget” to be published in the newspaper.
October 10, 2019 (Thursday)		Finance Department		Release of September 2019 variance reports.
October 31, 2019 (Thursday)		Finance Department		Release of the 2019 Q3 financial summary – figures will include nine month actuals so departments can update their 2019 projections.
November 5, 2019 (Tuesday)		Budget Officer and Finance Department		Meeting – Draft the 2020 budget message.
November 7, 2019 (Thursday)		Finance Department		Release of October 2019 variance reports.
November 13, 2019 (Wednesday)		BOCC and Budget Officer		BOCC Meeting – Public Hearing on 2020 draft budget.
November 14, 2019 (Thursday)		Department Heads and Elected Officials		Deadline for Department Heads and Elected Officials to submit updated 2019 projections and turn into the Finance Department. <u>These projections will be input into the final budget by the Finance Department.</u>
November 26, 2019 (Tuesday)		Budget Officer and Finance Department		Finalize the 2020 budget document and budget message.
December 10, 2019 (Tuesday)	December 10, 2019 (Tuesday)	Assessor		Assessor’s changes in assessed valuation (re-certification) due to the BOCC.
December 11, 2019 (Wednesday)	December 15, 2019 (Sunday)	BOCC		BOCC Meeting – Approve and sign resolutions for 2020 Budget and 2019 Supplemental.
December 12, 2019 (Thursday)		Finance Department		Release of the November 2019 variance reports.
December 19, 2019 (Wednesday) *Special Meeting*	December 22, 2019 (Sunday)	BOCC		BOCC Meeting – Approve Certifications of Levies and Revenues.
January 9, 2020 (Thursday)	January 31, 2020 (Friday)	Finance Department		2020 Budget Report due to the State – Post budget on State website.