

Jefferson County Commission FY22 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2020:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 17, 2020:** Budget Charge from Commissioners
- **Mid December 2020:** Preliminary health insurance renewal rates available
- **Last week of December 2020:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **January 20, 2021:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 25, 2021:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 31, 2021:** Budget Binders distributed to Commissioners
- **February 2, 2021:** Tuesday evening Budget 101 (7PM)
- **February 8 – 12:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 2, 2021:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **March 8 – 12:** Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)
- **Mid March 2021:** Final health insurance renewal rates obtained
- **March 18, 2021:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or **Special Session on Tuesday, March 23, 2021.**
- **March 25, 2021:** Budget must be published by March 28th each year in the local paper of record.
- **April –May 2021:** Health insurance renewal rates/options presented to Commissioners
- **April 20, 2021:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 20th, the 3rd Tuesday of April) – Normally a 9:30 meeting.
- **April 23, 2021:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)