

BUDGET CALENDAR MEMORANDUM

STATE OF OKLAHOMA
TULSA COUNTY
RECEIVED
2018 JAN 10 PM 1:03

TO: Commissioner John Smaligo, Chairman
Tulsa County Budget Board

FROM: Tom Gerard, Tulsa County Fiscal Office

DATE: January 16, 2018

SUBJECT: Calendar for FY 2018-2019 Budget Process

APPROVED
JAN 16 2018

MICHAEL WILLIS
TULSA COUNTY CLERK

Your approval is respectfully requested for the Fiscal Year 2018-2019 budget preparation calendar, as follows:

Jan.	29	Payroll sends Personnel File to Bookkeepers; Fiscal Office distributes Budget Calendar
Feb.	12	Departments return Personnel Files to Payroll with changes
Feb.	14	Next Year Budget Entry Meeting; Question and Answer Session; Distribution of Budget Packets
Feb.	16	Payroll enters 2017-2018 Salary and Benefit Projection into Budget Projection
March	9	2017 Budget Revenue & Expense Projections, 2018 Revenue & Expense Budgets completed in MUNIS
March	13	CIP and Target Overruns, 2017 & 2018 Performance Measures, 2018 Goals, 2018 Challenges and Trends, 2017 Accomplishments to Fiscal Office
April	3	Budget Interviews/Hearings
April	5	Budget Interviews/Hearings
May	29	Notice to Publisher.
June	1	Publication of "Notice of Public Hearing" (Must be published at least five days before date of hearing).
June	14	Published Budget presented to Budget Board. Public Hearing, presentation and possible adoption (Must be held by June 15).
June	18	Budget adoption (Must be adopted by June 23).
June	25	Presentation to County Excise Board.
July	1	Budget effective date.
July	15	Protest period ends.

NOTE: Dates are subject to change.