BUDGET CALENDAR MEMORANDUM

TO: Commissioner Karen Keith, Chairman
Tulsa County Budget Board

FROM: Tom Gerard, Fiscal Officer

DATE: January 22, 2013

SUBJECT: Calendar for FY 2013-2014 Budget Process

Your approval is respectfully requested for the Fiscal Year 2013-2014 budget preparation calendar, as follows:

BUDGET PREPARATION

Jan. 18 Payroll sends Personnel File to Bookkeepers


Feb. 1 Departments return Personnel File to Payroll with changes

Feb. 4-8 Next Year Budget Entry Training

Feb. 15 Payroll enters 2013-2014 Salary and Benefit Projection into Budget Projection

Feb. 15 Return of Signed Declaration of Personnel Needs to Fiscal Office.

March 1 Department Request of Appropriations returned to Fiscal Officer (Including CIP budget request).

March 18 Estimate of available revenue established and distributed.

BUDGET INTERVIEWS

April 1 Administrative Services/Sheriff/Purchasing/River Parks/INCOG/IT/Communications
Adult Drug Court/Mental Health/County Clerk/Engineering/Highways/Inspections
Commissioners/Assessor/Visual Inspection/OSU Extension Center

April 2 Building Operations/Court Clerk/Treasurer/Human Resources/Benefits/Election Board
Public Defender/District Attorney/Parks/General Government/Excise Board/Auditors
Fiscal Office/Social Services/TAEMA/Juvenile/Public Information Officer
BUDGET COMPLETION AND ADOPTION

May 20  Notice to Publisher.

May 24  Publication of "Notice of Public Hearing (Must be Published at least five days before date of the hearing)."

June 10  Published budget presented to Budget Board.

June 10  Public Hearing, Presentation and possible adoption (Must be held by June 15).

June 17  Budget adoption (Tentative) (Must be adopted by June 23).

June 25  Presentation to County Excise Board.

July 1  Budget effective date.

July 15  Protest period ends.

September 16  Annual report review and adoption by Budget Board (Tentative)

September 16  Annual report to County Excise Board, prepared and compiled (Tentative)

October 16  Annual report filed with County Excise Board (Tentative.)

UPON APPROVAL - DELIVERED TO STATE EQUALIZATION BOARD.

NOTE: ALL DATES ARE TENATIVE AND ARE SUBJECT TO CHANGE

TG/pt

FOR BUDGET BOARD AGENDA OF JANUARY 22, 2013

xe: TULSA COUNTY BUDGET BOARD MEMBERS
    UPON APPROVAL: ALL TULSA COUNTY DEPARTMENTS.