

TEHAMA COUNTY -- FISCAL YEAR 2017-18 -- BUDGET TIMELINE

Recommended Budget	March 21st	Budget timeline and policies approved by the Board of Supervisors.
	March 22nd	Auditor transmits instructions, insurance allocations, and forms to Departments.
	March 22nd	1:30 p.m. in the Board Chambers, Chief Administrator conducts informational budget policy review meeting with Department Heads and their Fiscal Staff.
	April 14th	Department Deadline to return proposed budgets to Auditor's Office.
	April 14th to April 28th	Auditor reviews budgets and inputs requested figures.
	April 21st	Department deadline to submit Supplemental Budget Request forms to Administration for the Recommended Budget .
	April 28th	Auditor sends proposed Recommended Budget printouts to Departments and Administration (5 copies for Board members by June 1st).
	May 8th to May 19th	Chief Administrator and staff meet with departments individually regarding Supplemental Requests (specific meeting dates & times with individual departments determined later).
	June 20th and June 21st	Tuesday, 9:15 a.m., Board of Supervisors conducts Recommended Budget meeting, as presented by Administration, and considers approval of the Recommended Budget. June 22nd tentative additional date, if needed.
	June 22nd to July 7th	Auditor inputs Recommended Budget data and sends to printer.
Adopted Budget	July 7th	Auditor sends approved Recommended Budget printouts to Departments and Administration.
	July 14th	Department deadline to submit Revised and/or Supplemental Budget Request information to Administration for consideration for the Adopted Budget.
	July 21st	Auditor receives approved Recommended Budget from printer.
	July 24th to August 4th	Chief Administrator and staff meet with departments individually regarding revised and/or supplemental budget requests (specific meeting dates & times with individual departments determined later).
	August 4th to August 18th	Chief Administrator and staff prepare Adopted Budget report and recommendations.
	August 11th (on or before)	The Clerk of the Board of Supervisors to publish notice regarding availability of approved Recommended Budget documents, as well as notice of Adopted Budget public hearing.
	August 22nd and August 23rd	Tuesday, 9:15 a.m., Board of Supervisors commence public hearing on the Adopted Budget. August 24th is a tentative additional date, if needed.
	September 19th	Board of Supervisors adopts by resolution the Adopted Budget, as submitted by Auditor.