

## 2012 Budget Calendar

Tuesday, May 24	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 22	Schedule A Salary Worksheet corrections are due (to Kay Stevens).
Tuesday, June 28	Notice Mid Year Budget Review
Thursday, June 30	Document Preservation requests are due (to Patty Rosand).
Sunday, July 3	Publish legal notice for Mid Year Budget Review.
Tuesday, July 5	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 8	Equipment Rental and Revolving Vehicle and Equipment requests are due (to Mary Peterson).
Sunday, July 10	Publish legal notice for Mid Year Budget Review.
Thursday, July 14	The Finance Committee meets and reviews revenues for the first half of the year.
Friday, July 15	Information Technology Service Requests Forms are due (to Cliff Takamori).
Tuesday, July 26	Mid-year Budget Review.
Monday, August 1	The Budget Packets must be returned (to Kay Stevens).
Tuesday, August 16	Commissioner's Agenda – announces Preliminary Budget notice, publication date, costs, and public meetings.
Sunday, August 21	Publish legal notices in newspaper.
Sunday, August 28	Publish legal notices in newspaper.
Tuesday, September 6	The Administrator submits the Preliminary Requested Budget to the Board.
September and October	The Administrator meets with the County Officers of each department.
Tuesday, October 4	Port Angeles Public Meeting at 6:00 in the Board Room.
Wednesday, October 5	Forks Public Meeting at 6:00 in Forks City Hall.
Thursday, October 6	Sequim Public Meeting at 6:00 in the Sequim Boys and Girls Club.
October and November	The Board of Commissioners meets with each department.
Monday, November 14	The Administrator presents a balanced recommended budget to the Board.
Tuesday, November 15	Call for Hearing for the public hearing on the final budget recommendations and notice for levies.
Sunday, November 20	Publish legal notice for levy and budget hearings.
Sunday, November 27	Publish legal notice for levy and budget hearings.
Tuesday, December 6	Public Hearings at 10:30 AM and 6:00 PM in the Board Room.
Tuesday, December 13	The Board adopts the final budget by resolution.