

## 2008 Budget Calendar

Friday, June 1	Schedule A Salary Worksheets e-mailed to designated recipients.
Thursday, June 7	Information Technology sends out Service Requests Forms.
Monday, June 25	Schedule A Salary Worksheet corrections are due (to Kay Stevens).
Early July	The Finance Committee meets and reviews revenues for the first half of the year.
Monday, July 9	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 13	Information Technology Service Requests Forms are due (to Cliff Takamori).
Monday, July 16	Equipment Rental and Revolving Vehicle and Equipment requests are due (to Mary Peterson).
Tuesday, July 24	Mid-year Budget Review.
Monday, August 6	The Budget Packets must be returned (to Kay Stevens).
Tuesday, August 21	Commissioner's Agenda – announces Preliminary Budget publication date, costs, and public meetings.
Thursday, August 23	Title III Applications due (to Kay Stevens).
Friday, August 31	Publish legal notices in newspaper.
Friday, September 7	Publish legal notices in newspaper.
Tuesday, September 11	The Administrator submits the Preliminary Requested Budget to the Board.
Tuesday, October 2	Port Angeles Public Meeting at 6:00 in the Board Room.
Wednesday, October 3	Forks Public Meeting at 6:00 in Forks City Hall.
Thursday, October 11	Sequim Public Meeting at 6:00 in Carrie Blake facility.
September and October	The Administrator meets with the County Officers of each department.
October and November	The Board of Commissioners meets with each department.
Monday, November 12	The Administrator presents a balanced recommended budget to the Board.
Tuesday, November 13	Call for Hearing for the public hearing on the final budget recommendations.
Tuesday, November 27	Public Hearings at 10:30 AM and 6:00 PM in the Board Room.
Tuesday, December 4	The Board adopts the final budget by resolution.