

**BUDGET CALENDAR
NEWBERRY COUNTY**

FY 2020-2021

<u>DATE</u>	<u>BUDGET PREPARATION</u>	<u>ACTION BY</u>
December 2, 2019	Budget Forms Available on website/mailed	Finance
December 18, 2019	Adoption of Budget Calendar	Council
January 2, 2020	Begin preparation of Statement of Revenue	Finance/Treasurer
February 3, 2020	Department and Agency Budget requests returned to Administrator	Department/Agencies
February 6-14, 2020	Finance Department – Data entry – Spreadsheet preparation	Finance
February 18 - February 28, 2020	Budget Consultations with Department Heads/ Elected Officials. Follow up meetings as needed.	Administrator/Finance
March 23, 2019	Finance Committee Meeting	Finance
April 1, 2020	Submission of Budget to Council and First Reading of Budget Ordinance	Administrator and Council
April 6, 2020	Budget Work Session & Appeals from Elected Officials	Council
April 20, 2020	Publish Notice of Public Hearing Distribute Budget Information to Departments and Agencies	Clerk to Council Administrator
May 6, 2020	Second Reading/Amendments Public Hearing	Council
May 11, 2020	Budget Work Session	Council
June 3, 2020	Third Reading/Amendments and Adoption	Council