

**Carroll County, Va
2011– 2012 Budget Calendar**

July, 2010

- *12** Budget calendar adopted by BOS (post to Internet), 2 BOS members appointed to a Finance Committee
- 19** Goals/Objectives forms provided to departments with instructions (electronically)

August, 2010

- *9** Goals adopted by BOS (post to Internet)
- 16** Goals/Objectives/Performance indicators due from departments (electronically)
- 23** Position master list provided to departments for verification (electronically)
Budget request forms distributed to departments (electronically)
Fixed asset list provided to departments for verification (electronically)
CIP request forms distributed to departments (electronically)

September, 2010

- 20** Position master verification/personnel requests due from departments (electronically)
Fixed asset verification/CIP requests due from departments (electronically)

October, 2010

- 13** Compensation review,CIP review – Finance Committee
- 20** Budget requests due from departments (electronically)

November, 2010

- 17-19** Department heads meet with Budget Committee to discuss personnel and budget requests

December, 2010

Revenue analysis/projections assembled
CIP request incorporated into Proposed Budget

January, 2011

Preliminary budget information assembled

February, 2011

- *14** Provide preliminary budget information to BOS

March, 2011

- 8** Superintendent presents proposed budget to School Board, public hearing on this budget is held by School Board
- 28** 7:00 a.m. School Board approves School Budget
- 28** 7:00 p.m. Budget work session - School Budget presentation to BOS (authorize advertising of April 11 Public Hearing)

April, 2011

- *11** FY2011 Proposed County Budget presented to Board of Supervisors (authorize advertising of April 25 budget work session), 5:30 p.m. Public hearing School Budget
- 25** 7:00 p.m. Budget work session - approve School Budget, authorize advertising of tax rate, proposed county budget, and May 9 Public Hearing (post to Internet)
- 28** Advertise proposed tax rate, proposed budget, Public Hearing on proposed budget

May, 2011

- *9** 5:30 p.m. Public Hearing on tax rate and proposed budget

June, 2011

- *13** Adopt Carroll County FY2011 budget

Prepare 2011 – 2012 final budget documents

* Indicates regularly scheduled BOS meeting date.