



**FISCAL YEAR 2016  
BUDGET CALENDAR**

**2015**

- June 23 Board approve calendar
- July 17 Finance Director prepares budget packets for distribution to departments. Management Team members also asked to complete narratives, strategic plans, staff justification forms, and equipment request lists using designated format.
- August 21 Departments submit completed budget requests, narratives, strategic plans, staff justification forms, and equipment lists to the Finance Director.
- TBA Administration staff conducts initial review of department budgets with department heads and elected officials as necessary.
- September 1 Component Units Budgets Due to Finance Director (Parks, Library, U Ctr, EMS, Road Cmsn, Cmsn on Aging, Bus, Sportsplex, M-TEC)
- September 22 Board Adopts budgets for September 30 year-end funds, Bus and Cmsn on Aging
- October 16 Departmental budgets submitted to Budget and Finance Committee Members.
- ~~October 13 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212~~
- October 20 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- October 27 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- November 3 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- November 10 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 100\*
- November 17&20 Public Hearing notices published in Gaylord Herald Times
- November 18 Budget to Otsego County Clerk’s Office and Online, Available for Public Review
- November 24 Board holds Truth-in-Taxation hearing and Public Hearing on the Budget. Adopts General Appropriations Act resolution.

All Budget Work Sessions will be conducted in Room 212 (\*unless indicated elsewhere) of the downtown Courthouse, 225 West Main, Gaylord, MI 49735. In compliance with the Americans with Disabilities Act, persons requiring assistance to fully participate in the meeting should contact the County Administrator’s office 12 hours prior to the meeting at (989)731-7520.