



**FISCAL YEAR 2021
BUDGET CALENDAR**

2020

- May 26 Board approve calendar
- July 13 Finance Director prepares budget packets for distribution to departments. Management Team members asked to complete line item descriptions, equipment request lists, and their requested 2021 budget figures using designated format.
- August 3 Departments submit completed budget requests, line item descriptions, and equipment lists to the Finance Director.
- August 31 Component Units Budgets Due to Finance Director (Library, EMS, Road Cmsn, Cmsn on Aging, Bus, Sportsplex)
- Week of September 7 Administration staff conducts initial review of department budgets with department heads and elected officials as necessary.
- September 22 Board Adopts budgets for September 30 year-end funds, Bus and Cmsn on Aging
- September 29 General Fund Budget submitted to Budget and Finance Committee Members (all other funds submitted during the Budget Workshops).

BUDGET WORKSHOPS:

October 6	Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
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 212

- 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 of the downtown County Building, 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.