

FY 13 BUDGET \ COUNTY REPORT TIME LINE

	Jan. 2012	Feb	March	April	May	June	July	August	September
Activity \ Event									
County Administrator Budget Format Presentation and forms to Dept Heads & Elected Officials	Jan. 18, Wed.								
Department Heads & Elected Officials Submit Budgets to the County Administrator		Feb. 3, Fri.							
Administrator Reviews Budgets with Department Heads & Elected Officials		Feb. 6, Mon. - Feb. 17, Fri. Time TBA							
Submit Newspaper Ad for County Grants <i>(Grant deadline: Friday, Mar. 16, 2012) Tentative Date</i>		Feb. 7, Tue.							
County Administrator Submits Budget to the Commissioners			Mar. 23, Fri.						
Commissioners Review Budgets w\Dept. Heads (EFC Invited) Comm's decided on day of week*			Apr.2, Mon. - Apr. 20 Fri.						
Grant Applications Review				Apr. 16, Mon.					
Commissioners Finalize Budget & Sign MS46				May 1, Tue.					
Delegates Budget Review Meeting (TBA)				TBA					
Budget (MS-46) Mailed to Delegates, Town \ County \ State Officials (RSA 24:21-a.II.): Deadline (Prior to Jun. 1st)					May 2, Wed.				
Preliminary FY 11 Audit Preparation					TBA				
Submit Ad for the Public Hearing <i>(Placed at least 3 days prior to Hearing).</i>						Depends on Public Hearing date			
Public Hearing <i>(RSA 24:23 10-20 days after MS-46 mailed)</i>					Based on the deadline of when MS-46 mailed:	Sometime between 5/14, Mon. - 5/22, Tue.			
Target Date for EFC Proposed Budget Recommendations						Jun. 8, Fri			
Biennial Deadline for County Official Salaries (RSA 23:7 and 655:14). Prior to 6/6/12 - TBA									
County Convention <i>(RSA 24:21-a.III)</i>						TBA (28 days from mailing of MS46): After May 31st			
Audit of County Financials							TBA: Possibly Aug. 6, Mon. - Aug. 10, Fri.		
MS42 w/signed <u>approved</u> Convention Minutes deadline (RSA 24:21)								TBA	
Audit Exit Interview: Review Financials and Management Letter									TBA
MS42 w/signed approved Convention Minutes deadline (RSA 24:21)									
County Report: deadline to send to state/towns (RSA 30:1)									Sep. 1st