

LEE COUNTY FISCAL YEAR 2017-18

BUDGET PROCEDURE CALENDAR

DATE	PROCEDURE	ACTION BY
January 18	Budget kick-off session for department heads	County Manager Finance Director
January 31	MUNIS budget training, 9:30 A.M., Gordon Wicker Room, LCGC	Finance Director
March 7	All final budget requests from County departments due in Finance Director's office by 5:00 P.M. (G.S. 159-10)	Department Heads
March 7	Deadline to submit New Position Requests and Other Position Changes for FY 17-18 to Joyce McGehee, Personnel Director	Department Heads
March 20 - March 31	Review budget requests with department heads	County Manager Finance Director
March 27	All final budget requests from non-County organizations due in Finance Director's office by 5:00 P.M. (G.S. 159-10)	Non-County Organizations
April 10	<u>Estimated</u> tax valuation due	Tax Administrator
April 10	Lee County Board of Education's tentative budget request due in the County Manager's office by 5:00 P.M.	School Board
April 12 - April 21	Review and analyze budget requests schedule follow-up meetings with department heads and non-County organizations as Needed	County Manager Finance Director
April 26	Submission of Budget and Budget Message to Board of Commissioners	County Manager

**FY '17-'18
BUDGET MANUAL**

DATE	PROCEDURE	ACTION BY
May 1	Public Notice of Public Hearing on Budget Funds (G.S. 159-12 (A))	Finance Director
May 1	Reading of Budget Message (Lee County Government Center, Commissioner's Room, 6:00 P.M.)	County Manager
May 2 - June 2	Period for Commissioners review of the 2017-2018 Budget and work sessions as needed	Board of County Commissioners
May 8	Budget work session (6:00 P.M., Lee County Government Center, Wicker Room). Other work sessions to be arranged at the Board's request.	Board of County Commissioners
May 15	Lee County Board of Education Budget due In the Manager's Office by 5:00 P.M. per G.S. 115C-429	School Board
May 15	Public Hearing on FY 17-18 Budget (6:00 P.M., Lee County Government Center)	Board of County Commissioners
June 5	Adoption of Budget Ordinance (6:00 P.M., Lee County Government Center) (G.S. 159-13:A)	Board of County Commissioners
June 30	File copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13:d)	Finance Director