

LEE COUNTY FISCAL YEAR 2013-14

BUDGET PROCEDURE CALENDAR

DATE	PROCEDURE	ACTION BY
January 23	Budget Kick-off Session for Department Heads	County Manager Finance Director
February 6	MUNIS Budget Training, 10:00 A.M., Gordon Wicker Room, LCGC	Finance Director
March 4	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 4	Deadline to submit New Position Requests and Other Position Changes for FY 13-14 to Joyce McGehee, Personnel Director	Department Heads
March 15	Budget Kick-off Session for Commissioners (8:30-4:00 PM, Civic Center)	County Manager Finance Director
March 22	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
March 18 - March 29	Review Budget Requests with Department Heads	County Manager Finance Director
April 15	<u>Estimated</u> Tax Valuation due	Tax Administrator
April 17 - April 26	Review and Analyze Budget Requests Schedule Follow-up Meetings with Department Heads and Non-county Organizations as Needed	County Manager Finance Director
April 15	Lee County Board of Education's Tentative Budget Request due in the County Manager's Office by 5:00 P.M.	School Board
May 15	Submission of Budget and Budget Message to Board of Commissioners	County Manager

**FY '13-'14
BUDGET MANUAL**

DATE	PROCEDURE	ACTION BY
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 20	Public Notice of Public Hearing on Budget Funds (G.S. 159-12 (A))	Finance Director
May 20	Reading of Budget Message (Lee County Government Center, Commissioner's Room, 6:00 P.M.)	County Manager
May 21 - June 14	Period for Commissioners Review of the 2013-2014 Budget and Work Sessions as Needed	Board of County Commissioners
May 28	Budget Work Session (3:00 P.M., Lee County Government Center, Wicker Room) Other Work Sessions to be Arranged at the Board's request.	Board of County Commissioners
June 3	Public Hearing on FY 13-14 Budget (7:00 P.M., Lee County Government Center)	Board of County Commissioners
June 17	Adoption of Budget Ordinance (6:00 P.M., Lee County Government Center) (G.S. 159-13:A)	Board of County Commissioners
June 28	File Copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13:d)	Finance Director