



## Riley County 2021 Internal Budget Calendar

Date	Activity
March 4, 2020	Distribute 2021 budget calendar to department heads for review at the Department Head meeting.
March 12	Present 2021 Budget Calendar to Commission and discuss 2021 budget baseline estimates.
March 19	Finalize 2021 budget baseline estimates with BOCC.
March 23	Budget and Finance Officer to formulate 2021 budget baseline estimates as applicable.
March 25	HR Manager to forward preliminary personnel reports to departments for verification. CPI-U for December annual from Bureau of Labor Statistics included in reports as guideline.
On or before Mar 27	Budget & Finance Officer sends letters to outside entities/agencies for appropriation requests.
April 8	Departments submit preliminary personnel reports to HR Manager & Budget & Finance Officer.
April 13	2021 Rev/Exp Budget Request Forms distributed to depts/funds w/personnel numbers & budget baseline estimates.
On or before Apr 27	Outside agency appropriation requests due to Budget and Finance Officer
On or before Apr 30	Total real estate appraised value determined by the Appraiser's Office.
On or before May 1	Departmental revenue and expenditure budget requests due to Budget and Finance Officer. Benefit district and special fund budgets due to Budget & Finance Officer. Revenue estimates received from the County Treasurer.
May 4, 7, 11 & 14	Meetings between Commissioners and agencies/entities requesting appropriations. Meetings between Commissioners and Department Heads to discuss budget requests.
May 12	Budget & Planning Committee to discuss compiled budget information.
May 18	Preliminary budgets are distributed to BOCC. 2021 COLA presentation included for consideration by BOCC.
June 1 (Statute)	Personal Property, Utilities, 16/20 M Vehicles, and Oil & Gas valuations certified.
June 5	Value of 1 Mill is established by County Clerk.
June 8 - June 12	Budget & Planning Committee & Commission budget work sessions. Department Heads review final proposed budgets with Commission as necessary.
June 15	Commissioners approve auditor review of county budgets.
June 18	Budget documents are finalized and sent to auditor for review.
July 1	Deadline to notify the County Clerk of an election
July 9	Present Final Proposed Budget & Notice of Budget Hearing to Commissioners
July 9	Send Hearing Notice to <i>Manhattan Mercury</i>
July 13	Publication in the <i>Manhattan Mercury</i> of the proposed budget and notice of hearing.
July 27	2021 Budget - Public Hearing
August 25	Adopted budget due to County clerk (no election)
October 1	Adopted budget due to County clerk (election)
September 15	Budget Election if needed and 2021 Budget Adoption