



Riley County 2022 Internal Budget Calendar

Date	Activity
March 3, 2021	Distribute 2022 budget calendar to department heads for review at the Department Head meeting.
March 11	Present 2022 Budget Calendar to Commission and discuss 2022 budget baseline estimates.
March 15	Finalize 2022 budget baseline estimates with BOCC.
March 23	Budget and Finance Officer to formulate 2022 budget baseline estimates as applicable.
March 24	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 26	Budget & Finance Officer sends letters to outside entities/agencies for appropriation requests.
April 7	Departments submit preliminary personnel reports to HR Manager & Budget & Finance Officer.
April 12	2022 Rev/Exp Budget Request Forms distributed to depts/funds w/personnel numbers & budget baseline estimates.
On or before Apr 26	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 Apr 30	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 3, 6, 10 & 13	Meetings between Commissioners and agencies/entities requesting appropriations. Meetings between Commissioners and Department Heads to discuss budget requests.
May 11	Budget & Planning Committee to discuss compiled budget information.
May 17	Preliminary budgets are distributed to BOCC. 2022 COLA presentation included for consideration by BOCC.
June 1 (Statute)	Personal Property, Utilities, 16/20 M Vehicles, and Oil & Gas valuations certified.
June 15	Value of 1 Mill is established by County Clerk.
June 21 - June 30	Budget & Planning Committee & Commission budget work sessions. Department Heads review final proposed budgets with Commission as necessary.
July 20	Final day to notify County Clerk of intent to levy above RNR
August 16	Commissioners approve auditor review of county budgets.
August 20	Budget documents are finalized and sent to auditor for review.
September 2	Present Final Proposed Budget & Notice of Budget Hearing and Intent to Exceed RNR to Commissioners
September 2	Send Hearing and RNR Notice to <i>Manhattan Mercury</i>
September 9	Publication in the <i>Manhattan Mercury</i> of the proposed budget and notice of public and RNR hearing.
September 20	2022 Budget - Public Hearing and RNR Hearing
October 1	Adopted budget due to County clerk (intent to exceed RNR)