

Jefferson County
2012 Budget Calendar

Description	Date	Regular Finance	Budget Related
Employee reclassification letter sent out by Human Resources	Monday, March 28, 2011		x
New Position Request Letter sent to Department Heads by HR	Monday, March 28, 2011		x
Employee reclassification requests due to Department Heads by	Tuesday, April 5, 2011		x
Employee reclassification names due to HR from Departments by	Friday, April 8, 2011		x
New Position requests due from Departments to HR by	Monday, April 11, 2011		x
Job Description Questionnaires (JDQs) distributed by HR for reclass	Friday, April 15, 2011		x
Regular Finance meeting	Thursday, April 14, 2011	x	
Employees turn in completed JDQs to department heads by	Tuesday, April 26, 2011		x
MIS issues 2012 IT equipment/programming request forms to departments	Thursday, April 28, 2011		x
Department Heads turn in reviewed JDQs to Human Resources by	Friday, April 29, 2011		x
Dept Heads turn in completed IT equip/Programming request forms to MIS	Friday, May 6, 2011		x
Significant reclassification changes forward to vendor by	Monday, May 9, 2011		x
MIS equipment/software/programming requests reviewed with Administrator	Thursday, May 12, 2011		x
Regular Finance meeting	Thursday, May 12, 2011	x	
2012 MIS Requested Budget/programming hours submitted to Finance Director	Monday, May 16, 2011		x
MIS equipment/software requests due to Administration	Friday, May 20, 2011		x
Preliminary dental rates set	Thursday, June 9, 2011		x
Department Heads receive budget guidelines from Administrator	Thursday, June 9, 2011		x
Regular Finance meeting	Thursday, June 9, 2011	x	
Vendor returns reclassification recommendations to HR by	Friday, June 10, 2011		x
Department Head meeting to hand out budget materials	Tuesday, June 14, 2011		x
Preliminary Dept Personnel Budgets available for Courthouse & Sheriff	Tuesday, June 14, 2011		x
Reclassification requests shared with Department Heads	Tuesday, June 14, 2011		x
May monthly financial reports generated	Tuesday, June 21, 2011		
Final dental rates set	Thursday, July 7, 2011		x
Regular Finance meeting	Thursday, July 14, 2011	x	
June monthly financial reports generated	Thursday, July 21, 2011		
Budget requests due to Administrator (HS due 7/29/11)	Friday, July 22, 2011		x
HS budget request due to Administrator	Friday, July 29, 2011		x
Regular Finance meeting	Thursday, August 11, 2011	x	

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Description	Date	Regular Finance	Budget Related
Budget review with major departments	Thursday, August 25, 2011		x
State EFT sets health ins. & retire. rates - late Aug./early Sept.	Tuesday, August 30, 2011		x
Regular Finance meeting	Thursday, September 8, 2011	x	
Budget hearings	Monday, September 12, 2011		x
Budget hearings	Wednesday, September 14, 2011		x
Budget hearings	Monday, September 19, 2011		x
Budget hearings, apply fund balance policy, set tax levy	Wednesday, September 21, 2011		x
WCA Annual Conference	Sunday, September 25, 2011		
WCA Annual Conference	Monday, September 26, 2011		
WCA Annual Conference	Tuesday, September 27, 2011		
Present budget to County Board	Tuesday, October 11, 2011		x
Regular Finance meeting	Thursday, October 13, 2011	x	
Public hearing on budget	Tuesday, October 25, 2011		x
Supervisor budget amendments due to Administration at noon on	Thursday, October 27, 2011		x
Finance makes recommendations on budget amendments	Tuesday, November 1, 2011		x
Regular Finance meeting	Thursday, November 10, 2011	x	
Budget must be reported to state by	Tuesday, November 15, 2011		x
Budget Adoption by County Board	Tuesday, November 15, 2011		x
Department Head meeting including budget update	Wednesday, November 16, 2011		x