

**GUILFORD COUNTY, NORTH CAROLINA  
BUDGET CALENDAR  
FY 2006-2007  
TENTATIVE**

<b>DATE</b>	<b>BUDGET PROCEDURES</b>	<b>ACTION BY</b>
February 23	Distribution of budget diskettes, forms, and instructions	Budget & Management
March 2 - May 1	Budget Sessions with Board of Commissioners (See memo from County Manager for schedule)	County Commissioners County Manager Budget & Management Departments
March 17	Deadline for submitting requests for new positions to Budget and Management	Departments
March 24	Deadline for Human Resources to submit cost information for compensation issues and market survey to departments and the Budget Office	Human Resources
March 31	Update of tax valuation due from Tax Department	Tax Department
	Deadline for Budget and Management to submit requests for new positions to Human Resources	Budget & Management
March 31	Deadline for the submission of budget requests to Budget and Management	Departments Fire Districts
	Deadline for Human Resources to submit recommended new positions classifications to Budget & Management	Human Resources
April 10 -21	County Manager and Budget & Management to meet with Departments, Schools, and GTCC to discuss budget requests and recommendations	County Manager Budget & Management Departments School Superintendent GTCC President
April 21	Update of tax valuation due from Tax Department	Tax Department
	Revised revenue estimates due from Finance	Finance
Late April	Preliminary Budget requests due from the School Board and GTCC	County Schools GTCC
April 30	Statutory deadline for departments to submit budget requests to Budget and Management	Departments
May 1	Statutory deadline for School Superintendent to present budget and budget message to the School Board	Superintendent School Board

**GUILFORD COUNTY, NORTH CAROLINA  
BUDGET CALENDAR  
FY 2006-2007  
TENTATIVE**

<b>DATE</b>	<b>BUDGET PROCEDURES</b>	<b>ACTION BY</b>
May 11	Presentation of the County Manager's budget message and recommended budget to the Board of County Commissioners  Notify fire districts of probable tax rates and public hearing	County Manager County Commissioners
June 1	Official public hearing on the budget	County Commissioners Public
June 5-7	Commissioners work sessions to review budgets with departments, agencies, school board and GTCC	County Commissioners County Manager Budget & Management
by June 30	Adoption of Budget Ordinance Adoption of Capital Improvements Program	County Commissioners
by June 30	Distribute adopted Budget Ordinance  Begin preparing budget document for printing	Budget & Management  Budget & Management
July 1	Statutory deadline for Board of County Commissioners to adopt the Budget Ordinance	County Commissioners