

Teller County 2010 Calendar for the Preparation of the 2011 Budget

Contact Information: Teller County Finance Office 686-7920

Vicki Caldwell caldwelly@co.teller.co.us

All meetings are held in the County Centennial Building, Cripple Creek, [unless otherwise noted.](#)

Date	Time	Description	Notes
Tues. 4/27		Finalize and distribute Budget Calendar, schedule conference rooms, publish public meetings.	vcc, acl
5/17-6/8		Prepare June Budget adjustments for inclusion in budget database.	vcc
Wed. 5/26		Base Budget drafts to departments	vcc
Thurs. 5/27		All vehicle, computer, copiers and facilities CIP, upgrade and maintenance requests due to Fleet Management, Information Technologies, Administration and Facilities, respectively.	E/O, D/H
Tues. 6/8		Publish budget adjustments through June for 6/24 BOCC meeting in 6/16 issue.	acl
Wed. 6/9		Base Budget adjustment requests due to Budget Team from departments.	E/O, D/H
Thurs. 6/10	1:00 p.m.	Budget Team reviews Base Budget adjustment requests with BOCC.	Budget Team, BOCC
Tues. 6/15	2:00 p.m.	Prepare info for Elected Officials guideline meeting. Review year-to-date revenues for recommendation of departmental standard percentage increase. Provide list of recommended base budgets.	Admin, H/R, Finance
Mon. 6/21	9:00 a.m.	Meet to discuss recommendations for: employee benefit options, preliminary policies regarding salary increases, personnel replacement, additional personnel, operational base percentage increase, & Capital plans. All CIP requests for inclusion in the budget process due to the CIP Committee NO EXCEPTIONS!! Guidelines and request forms are available on the Teller County web page (www.co.teller.co.us) and the employee intranet (http://Clavin/Celia), or from any CIP committee member.	E/O, Admin, H/R, Budget Team E/O, D/H
Wed. 7/7		Send legal & community calendar requests for publication of the 7/22 Public Budget Meeting information in the 7/14 edition, post in County buildings.	acl
Thurs. – Fri. 7/8- 7/9		CIP – Oral Presentations.	CIP committee
Thurs. 7/15		Budget database updated through June.	jrs
Fri. 7/16		Budget Guidelines, Base Budget amounts and Revenue Form, distributed electronically to County and External Entities. Budget database opened for data entry.	lal, vcc
Thurs. 7/22	7:00 p.m.	<u>Public Budget Request Meeting, Commissioners’ Chambers, County Centennial Building, Cripple Creek, CO, to receive public input on County budget prior to entering budgeting process. Contact Vicki Caldwell to be scheduled on agenda.</u>	BOCC, Budget Officer

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Date	Time	Description	Notes
Mon. 7/26		Estimates due to Departments for inclusion in their departmental budget requests: <ul style="list-style-type: none"> • Fleet Repair & Maintenance, Rental Estimates • EAP & Worker's Comp premium estimates all funds • Liability Insurance estimates all funds • Depreciation – all proprietary funds • Vacation accruals, Unemployment estimates • Lease Purchase, Interest and amortization amounts • Rent Commitments 	Fleet Mgmt lac, sks cal ska vcc lal js
Tues. 7/28	Due by Noon	CIP Committee request agenda item for 8/12 BOCC meeting.	CIP Chair.
Thurs. 7/29	Due by Noon	Employee evaluations <u>MUST BE</u> submitted to Human Resources for salary spreadsheet completion!!	E/O, D/H
Wed. 8/4	10:00 a.m. Due by 5:00 p.m.	Elected Officials' meeting to review salary matrix/costs <u>ALL Budget Requests to be input to the electronic database</u> Supplemental requests should be documented in each appropriate line item in the budget database with narrative. Revenue Forms (e-mail to litwinl@co.teller.co.us listing all anticipated revenues (grants, contracts, etc.) that affect or assist in funding your expenditures (other than normal fees). Departments should use the electronic form supplied by the Finance Office with a breakdown differentiating between base and supplemental requests. Contact the Finance Office for assistance, historical amounts, etc.	E/O, H/R, Budget Team E/O, D/H
Fri. 8/6		Electronic distribution of personnel and benefits spreadsheets for departmental review—(including turnover , minus unapproved grant positions and minus unapproved positions/changes).	cal lac, sks
Thurs. 8/12		Presentation of preliminary CIP recommendations to Board of Commissioners by the CIP committee.	Regular BOCC mtg
Fri. 8/13		<u>Any adjustments to Personnel Spreadsheets must be reviewed with Administration</u> , to enable verification of compliance with budget guidelines, and update to master file.	cal lac, sks
Mon. 8/16		Update revenue analysis through July, prepare estimates of current year and next year revenues, and fund balances; review TABOR.	lal, vcc
Tues. 8/17		<u>Absolute deadline for original, signed personnel and benefits spreadsheets to H/R, or department will have a -0- personnel budget, until received.</u>	E/O's, D/H's

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Date	Time	Description	Notes
Thurs. 8/19		<p><u>Complete database for departmental review.</u></p> <p>Salary and benefit numbers input into the budget database. (Do not input departments without signed personnel & benefits spreadsheet, and notify Finance.)</p> <p>Budget Officer inputs revenues, adjustments, prepares summaries and informational binders for review.</p> <p>Coordinate supplies for E/O-D/H meetings.</p>	<p>cal, sks, lac</p> <p>vcc, lal</p> <p>skv</p>
Tues. 8/24	By noon.	Budget Team distributes budget binders for 8/25 meeting.	vcc, skv
Wed. 8/25	10:00 a.m.	Statutory deadline for Assessor to submit Abstract, & certify A.V.	Assessor
	After earlier meeting.	<p>Budget Team to provide Commissioners with requested budgets and accompanying information, review budgeting process, fund balance and revenue estimates, etc.</p> <p>Distribute supplemental budget requests and assessment criteria to E/O's & D/H's for 9/1 & 9/2 meetings.</p>	<p>BOCC, Budget Team</p> <p>Budget Team</p>
Thurs. 8/26	After regular BOCC meeting.	<p>Budget Team to provide Commissioners with requested budgets and accompanying information, review budgeting process, fund balance and revenue estimates, etc.</p> <p>Distribute supplemental budget requests and assessment criteria to E/O's & D/H's for 9/1 & 9/2 meetings.</p>	<p>BOCC, Budget Team</p> <p>Budget Team</p>
Wed. & Thurs. 9/1 & 9/2	9:00 a.m. - 5:00 p.m.	<p>Meetings to review Supplemental Budget Requests. Budget Team will prepare a summary of recommendations to be further discussed by Elected Officials. Move definite supplemental requests to revised budget.</p> <p>Lunch & refreshments will be provided.</p>	<p>E/O D/H, Budget Personnel</p> <p>skv</p>
Mon. 9/6		Labor Day Holiday	
Tues. 9/7	By 10:00 a.m.	Distribute voting results to Budget Team and BOCC for 9/9 meeting.	vcc
Thurs. 9/9	1:00 p.m.	BOCC and Budget Team meet to review voting results.	Budget Team BOCC
Mon. 9/13	9:00 a.m. - 11:00 a.m.	Commissioners meet with Elected Officials to review Supplemental Budget results, Personnel-related supplementals and CIP's. Move supplemental requests to revised budget as decisions are made.	BOCC, E/O, Budget Team
Tues. 9/14	1:00 p.m. - 4:00 p.m.	Commissioners meet with Budget Team, if necessary, for discussion of proposed budget.	BOCC, Budget Team
Tues. 9/14 – Fri. 9/17		<p>Budget Team makes changes, summarize, draft budget message.</p> <p>Finalize proposed personnel spreadsheets.</p>	<p>Budget Team</p> <p>cal/lac, sks</p>
Fri. 9/17		Distribute information for 9/20 meeting, if necessary.	vcc, lal

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Mon. 9/20	1:00 – 3:00 p.m.	If necessary, Elected Officials and Budget Team meet to review departmental changes and balance budget.	E/O, Budget Team
Tues. 9/21		Distribute draft budget message and information for 9/23 meeting.	vcc, lal
Thurs. 9/23	3:00 p.m. 5:00 p.m. 1:30 p.m. 3:30 p.m. 3:00 p.m. 5:00 p.m.	Commissioners meet with Budget Team to review, make any changes to balance, finalize budget message.	BOCC, Budget Team
Fri. 9/24 – Thurs. 10/7		Budget Team input revisions, prep summaries, budget documents, and budget message. Bind proposed budget.	lal, vcc, Finance
Wed. 10/6		Send legal & community calendar requests for publication of the 10/28 Public Budget Hearing Meeting in the 10/13 and 10/20 editions, post in County buildings and send legal notice of proposed budget for publication in the 10/13 and 10/20 editions and post notice on website.	acl
Tues. 10/12	By 10:00 a.m.	Budget Team distributes budget booklets for 10/12 work session.	skv
Thurs. 10/14	9:15 a.m.	Present Proposed Budget to the Commissioners. Copies of budget will be made available on the County’s web site and in County offices in Cripple Creek. Budget Officer is available through finalization for review, questions and comments. Summary to Elected Officials, memos and revised (proposed changes, additions/reductions) personnel spreadsheets to affected departments electronically.	Regular BOCC Mtg vcc, lal, H/R
Fri. 10/15		Statutory Deadline for Budget Proposal.	
Tues. 10/19	1:00-2:00 p.m. 3:00-4:30 p.m.	Commissioners meet with Elected Officials and Department Heads to review proposed budget. CANCELLED Employee budget meeting in Woodland Park.	BOCC, E/O, D/H, Budget Team Budget Team
Wed. 10/20	1:00-2:30 p.m.	Employee budget meeting in Divide.	Budget Team
Thurs. 10/21	8:30-10:00 a.m.	Employee budget meeting in Cripple Creek.	Budget Team
Thurs. 10/28	7:00 p.m.	Public Budget Hearings, Centennial Building, Cripple Creek, CO. Contact Vicki Caldwell to be scheduled on the agenda.	BOCC, Budget Officer
Mon. 11/1 & Tues. 11/2		Employee budget meetings. (Held in various locations throughout the County.)	Budget Team
Tues. 11/2		Election Day Distribute information for 11/4 meeting, if necessary.	 vcc, lal
Thurs. 11/4	1:00 – 4:00 p.m.	Commissioners confer on budget, review public hearing input and election results, and make any adjustments.	BOCC, Budget Team

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11/4-12/2		Budget Officer input adjustments, adjust summaries, bind final budget document, and prepare resolutions for adoption. Administration finalizes personnel spreadsheets and individual employee sheets.	lal, vcc Finance sks
Thurs. 12/9		Commissioners consider County Budget for adoption and appropriation of funds. File certified copy of the County budget with DLG within 30 days.	Regular BOCC mtg
12/10		Statutory Deadline for Assessor's re-certification	
Mon. 12/13		Distribute departmental and individual personnel salary sheets to departments.	sks
12/15		Statutory deadline for all Entities to certify mill levies to the Board of County Commissioners.	
Thurs. 12/16		County Commissioners certify all entities' mill levies and revenues to the Assessor and DPT.	Regular BOCC mtg
Wed. 1/5/11	By 5:00 p.m.	Signed departmental salary sheets due to Finance Office for payroll input.	<i>sks, mea</i>

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