

Teller County 2011 Calendar for the Preparation of the 2012 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
Mon. 4/25	10:00 a.m.	Budget team organizational meeting (review process, discuss possible changes to process)	Budget Team
Tues. 4/26		Finalize and distribute Budget Calendar, schedule conference rooms, publish public meetings.	vcc
Tues. 5/3	12:30-4:30	Budget Training	vcc, any interested bdgt participants
Thurs. 5/19	8:30-12:30	Budget Training	vcc, any interested bdgt participants
Mon. 5/23		Base Budget drafts to departments	vcc
Thurs. 5/26		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
Wed. 6/8		Base Budget adjustment requests due to Budget Team from departments.	E/O, D/H
Thurs. 6/9	1:00 p.m.	Budget Team reviews Base Budget adjustment requests with BOCC.	Budget Team, BOCC
Tues. 6/14	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. 6/20	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
Thurs. – Fri. 7/7- 7/8		CIP – Oral Presentations.	CIP committee
Tues. 7/12		Send legal & community calendar requests for publication of the 7/28 Public Budget Meeting information in the 7/20 edition, post in County buildings.	vcc
Fri. 7/15		Budget database updated through June.	jrs
Mon. 7/18		Budget Guidelines, Base Budget amounts and Revenue Form, distributed electronically to County and External Entities. Budget database opened for data entry.	vcc

Draft: 4/1/11

Final: 4/21/11

Revised: 7/13/11

Revised: 8/4/11

Revised: 8/17/11

Revised: 9/27/11

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Thurs. 8/18		<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>H/R</p> <p>vcc, lal</p> <p>skv</p>
Tues. 8/23	By noon.	Budget Team distributes budget binders for 8/24 meeting.	vcc, skv
Wed. 8/24	10:00 a.m.	Budget Team to provide Commissioners with requested budgets and accompanying information, review budgeting process, fund balance and revenue estimates, etc.	BOCC, Budget Team
	After earlier meeting.	Distribute supplemental budget requests and assessment criteria to E/O's & D/H's for 8/31 & 9/1 meetings.	Budget Team
8/25		Statutory deadline for Assessor to submit Abstract, & certify A.V.	Assessor
Wed. & Thurs. 8/31 & 9/1	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. 9/5		Labor Day Holiday	
Tues. 9/6	By 10:00 a.m.	Distribute voting results to Budget Team and BOCC for 9/8 meeting.	vcc
Thurs. 9/8	1:00 p.m.	BOCC and Budget Team meet to review voting results.	Budget Team BOCC
Mon. 9/12 Thurs. 9/15	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. 9/13 Fri. 9/16	1:00 p.m. - 4:00 p.m. 9:00 a.m. - 12:00 p.m.	Commissioners meet with Budget Team, if necessary, for discussion of proposed budget.	BOCC, Budget Team
Tues. 9/13 - Fri. 9/16		Budget Team makes changes, summarize, draft budget message.	Budget Team
Fri. 9/16		Finalize proposed personnel spreadsheets.	H/R
Fri. 9/16		Distribute information for 9/19 meeting, if necessary.	vcc, lal
Mon. 9/19	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. 9/20		Distribute draft budget message and information for 9/22 meeting.	vcc, lal
Thurs. 9/22	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

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Date	Time	Description	Notes
Fri. 9/23 – Thurs. 10/6		Budget Team input revisions, prep summaries, budget documents, and budget message. Bind proposed budget.	lal, vcc, Finance
Wed. 10/5		Send community calendar requests for publication of the 10/27 Public Budget Hearing Meeting in the 10/12 and 10/19 editions, post in County buildings and send legal notice of proposed budget for publication in the 10/12 and 10/19 editions and post notice on website.	vcc
Tues. 10/11	By 10:00 a.m.	Budget Team distributes budget booklets for 10/11 work session.	skv
Thurs. 10/13	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
10/15		Statutory Deadline for Budget Proposal.	
Tues. 10/18	1:00-2:00 p.m.	Commissioners meet with Elected Officials and Department Heads to review proposed budget, if necessary.	BOCC, E/O, D/H, Budget Team
Thurs. 10/27	7:00 p.m.	Public Budget Hearings, Centennial Building, Cripple Creek, CO. Contact Vicki Caldwell to be scheduled on the agenda.	BOCC, Budget Officer
Tues. 11/1 & Wed. 11/2		Election Day Employee budget meetings. (Held in various locations throughout the County.)	Budget Team
Tues. 11/8		Election Day Employee budget meetings. (Held in various locations throughout the County.) Distribute information for 11/10 meeting, if necessary.	Budget Team vcc, lal
Thurs. 11/10	1:00—4:00 p.m.	Commissioners confer on budget, review public hearing input and election results, and make any adjustments.	BOCC, Budget Team
11/10-12/1		Budget Officer input adjustments, adjust summaries, bind final budget document, and prepare resolutions for adoption. H/R finalizes personnel spreadsheets and individual employee sheets.	lal, vcc Finance H/R
Thurs. 12/8		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. 12/12		Distribute departmental and individual personnel salary sheets to departments.	H/R
12/15		Statutory deadline for all Entities to certify mill levies to the Board of County Commissioners.	

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Thurs. 12/22		County Commissioners certify all entities' mill levies and revenues to the Assessor and DPT.	Regular BOCC mtg
Wed. 1/4/12	By 5:00 p.m.	Signed departmental salary sheets due to Finance Office for payroll input.	H/R, mea

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