



COUNTY OF AMHERST



OFFICE OF THE FINANCE DIRECTOR

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MEMORANDUM

TO: Department Heads, Agencies, and Constitutional Officers

FROM: County Administrator and Finance Director

DATE: September 18 2019

RE: Fiscal Year 2021 Budget Schedule

Wednesday, September 18, 2019	Schedule & Instructions distributed with worksheets
Friday, October 25, 2019	Supplemental requests are due to Finance for review
Friday, November 1, 2019	Departments receive Supplemental correction feedback from Finance
Friday, November 8, 2019	Corrections/additions/modifications to Supplemental requests due to Finance
Tuesday, November 12, 2019	Publish Outside Agency/Non-Profit solicitation for requests
Friday, November 15, 2019	Final Supplemental requests delivered to department heads for prioritization
Monday, November 25, 2019	Department head Supplemental prioritizations due back to Finance
Monday, November 25, 2019	FY 2020 O&M budget estimate worksheets distributed to departments
Wednesday, November 27, 2019	CIP budget requests due to Finance for review
Monday, December 2, 2019	Department Head Supplemental Prioritization Workshop
Wednesday, December 4, 2019	Departments receive CIP budget correction feedback from Finance
Monday, December 9, 2019	Corrections/additions/modifications to CIP budget requests due back to Finance
Wednesday, December 11, 2019	Final CIP budget requests delivered to department heads for prioritization
Monday, December 16, 2019	Department head CIP prioritizations due back to Finance
Thursday, December 19, 2019	Department head CIP Budget Prioritization Workshop
Thursday, December 19, 2019	FY 2020 O&M budget worksheets with changes due back to Finance
Monday, December 30, 2019	Send Board of Supervisors CIP for prioritization
Monday, January 6, 2020	Outside agency/Non-profit funding requests due
Monday, January 6, 2020	Board of Supervisors return CIP prioritizations to Finance
Tuesday, January 21, 2020	Board of Supervisors CIP and Outside Agency/Non-Profit Prioritization Workshop, and BOS receive Supplemental requests for prioritization
Tuesday, January 28, 2020	Board of Supervisors return Supplemental prioritizations to Finance
Tuesday, February 4, 2020	Board of Supervisors' Supplemental Prioritization workshop
Wednesday, February 5, 2020 to Monday, February 17, 2020	Staff Balance Budget
Tuesday, February 18, 2020	Revenue Projections and proposed budget presented to Board of Supervisors
Tuesday, February 25, 2020 *	Board of Supervisors Budget Workshop
Tuesday, March 3, 2020	Board of Supervisors Budget Workshop
Tuesday, March 10, 2020 *	Board of Supervisors Budget Workshop

Tuesday, March 17, 2020		Board of Supervisors Budget Workshop
Tuesday, March 24, 2020	*	School Board presents draft to Board of Supervisors & Budget Workshop
Friday, March 27, 2020		School Board final budget due to Administration to be included in the final draft for Board of Supervisors
Tuesday, March 31, 2020	*	Board of Supervisors Workshop to finalize budget
Monday, April 6, 2020		Public notice of public hearing in New Era Progress
Tuesday, April 21, 2020		Public hearing on the Budget, FY 2021-2025 CIP, and Tax Rate
Tuesday, April 28, 2020	*	Adoption of the FY 2021 Budget, FY 2021-2025 CIP, and Tax Rate
Friday, May 1, 2020		Tax bills issued
Friday, June 5, 2020		Taxes due

* not a regular meeting date