

## 2021 Calendar for 2022 Budget Preparation

Wednesday, May 12	Schedule A Salary Worksheets e-mailed to designated recipients.
Monday, May 17	Information Technology Service Requests Forms are due to Tess Teel.
Wednesday, June 9	Schedule A Salary Worksheet corrections are due back to Debi Cook.
Monday, June 14	5 Year Capital Plan Worksheets e-mailed to designated recipients.
Tuesday, June 29	Call for Hearing Notice: Mid-Year Budget Review on July 20.
Thursday, July 1	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Sunday, July 4 & July 11	Publish legal notice for Mid Year Budget Review.
Friday, July 9	ER&R requests are due to Mary Peterson.
Friday, July 9	Document Preservation requests are due to Shoona Riggs.
Monday, July 12	5 Year Capital Plan Worksheets due back to Mark Lane.
Tuesday, July 20	<b>Mid-year Budget Review</b> (& Finance Com Mtg) Public Hearing at 10:30.
Monday, August 2	Budget Packets due back to Debi Cook.
Monday, August 2	Updated 5 Year Capital Plan to the Board.
Tuesday, August 17	Notice: Preliminary Budget on September 7.
Sunday, August 22 & 29	Publish legal notices for the Preliminary Budget.
Tuesday, September 7	<b>Preliminary Budget</b> to the Board.
Wednesday, September 9	Port Angeles Public Meeting: 1:00 in the BOCC Board Room
September 15, 16, 17, 23 & 24	The Administrator and the Budget Director meet with the EO/DH.
Wednesday, September, 29	Forks Public Meeting: 12:00 at the Forks Chamber Meeting.
Monday, October 11	<b>Administrator Recommended Budget</b> to Work Session.
October 13, 14, 15, 21, 22, 27, 28, & 29	The Board of Commissioners, the Administrator, and the Budget Director meet with each department.
Tuesday, October 26	Sequim Public Meeting: 11:45 at the Sequim Chamber Meeting.
Monday, November 15	<b>Draft Budget</b> to Work Session.
Tuesday, November 16	Call for Hearing Notice: Proposed Final Budget on December 7.
Tuesday, November 16	Notice: for the Property Tax Levy on November 30.
Friday, November 19 & 26	Publish legal notice for Final Budget Hearing.
Friday, November 19 & 26	Publish legal notice for property tax levy certification.
Tuesday, November 30	Property Tax <b>Levy Certification</b> . (County property tax)
Monday, December 6	County Taxing Districts <b>Levy Certification</b> .
Tuesday, December 7	Public Hearings at 10:30 AM and 5:00 PM in the Board Room. Board adopts <b>Final Budget</b> by resolution.
Tuesday, December 14	Possible extension of hearing for the Board to adopt the final budget by resolution.