

## Buncombe County Budget Calendar FY2018

Date	Budget Procedure	Action By:
Oct. 4	Capital, IT, and vehicle replacement request guidelines sent to departments	Budget
Oct. 18	IT-related capital requests due to Budget	Departments
	IT-related capital requests due to IT for assessment and prioritization	Budget
Nov. 1	Prioritized IT capital request list sent to Budget	IT
	Capital and vehicle replacement requests due to Budget	Departments
Nov. 4	Capital and IT requests due to County Manager	Budget
	Community funding application instructions sent to agencies	Budget
Dec. 2	Community funding applications due	Community agencies
	Salary and wage report run by IT and sent to Budget	IT
Jan. 5	Instructions for budget requests sent to departments	Budget
Jan. 20	Tax value notices mailed	Tax
Jan. 6-20	Budget requests submitted by departments	Departments
Jan. 17	Planning Retreat – Capital & Non-Profit Funding	Board of Commissioners
Jan. 23 – Feb. 3	Budget requests reviewed and analyzed and summary provided to County Manager	Budget
Feb. 21	Community funding applicants present to Commissioners	Community agencies/Board of Commissioners
Feb. 28	Debt service schedule sent to Budget	Finance
Mar. 1-15	Hold 3-by-3 meetings with Commissioners	County Manager
Mar. 15	Property tax base and collection rate estimates due to Budget	Tax
	Sales tax estimates due to Budget	Finance
Mar. 21	Budget Retreat	Board of Commissioners
Mar. 22	Revenue estimates sent to school and fire districts	Budget
Apr. 1 – Dec. 31	Formal tax appeals heard	Tax
Apr. 18	Fire district budget requests due	Fire Districts
Apr. 28	Fund balance projections submitted for FY2017	Finance
	Updated property tax estimates provided	Tax
	Updated revenue projections provided	Budget, Finance, Directors
May 1	Education budgets due	Public schools & ABTCC
<del>May 16-2</del>	Budget message presented	County Manager
<del>Jun. 6</del> May 16	Public hearing	Board of Commissioners
Jun. 20	Budget adoption	Board of Commissioners