

Rutherford County, Tennessee

Proposed Budget Calendar

For Fiscal Year 2013-2014

- January 11 Distribution of Budget Forms.
- January 11-
March 11 Departments prepare estimates, keeping close communications with the Finance Department.
- March 11 All departments and agencies with appropriations from the County General Fund, Solid Waste/Sanitation Fund, Ambulance Service Fund, Industrial Economic Development Fund, Special Purpose Fund, and Drug Control Fund will submit their requests to the Finance Department for consideration by the County Mayor and Finance Director.
(On or before April 15 per Private Act)

BUDGET HEARINGS WITH DEPARTMENT HEADS TO BE SCHEDULED

DEPARTMENT HEADS SHOULD BE PREPARED TO PRESENT THEIR BUDGETS TO THEIR RESPECTIVE COMMITTEES AT THEIR FEBRUARY MEETINGS. DEPARTMENTS REPORTING TO THE PUBLIC WORKS COMMITTEE SHOULD PRESENT THEIR BUDGETS AT THE MEETING ON MARCH 5, 2013!!!

- April 8 The County Highway Commission will on or before this date file with the Finance Department their request for appropriations.
(on or before May 1 per Private Act)
- April 23 The County Board of Education will on or before this date file with the Finance Department their preliminary request for appropriations.
(On or before May 15 per Private Act)
- May 9 The Director of Finance will on or before May 9 file a consolidated budget document with the Budget, Finance & Investment Committee.
(On or before June 1 per Private Act)
- BUDGET COMMITTEE MEETINGS TO BE SCHEDULED BETWEEN May 9 AND JUNE 28 TO REVIEW MAJOR DEPARTMENTS OF CONCERN WITHIN THE GENERAL FUND, SOLID WASTE/SANITATION FUND, AMBULANCE SERVICE FUND, SPECIAL PURPOSE FUND, DRUG CONTROL FUND, HIGHWAY FUND, SCHOOL FUNDS, AND THE DEBT SERVICE FUND.**
- May 9 Regular monthly Budget Committee meeting
- May 21 Joint Meeting with Health & Education Committee to review Board of Education budgets
- May 28 The Budget, Finance & Investment Committee will review the Board of Education budgets
- May 30 The Budget, Finance & Investment Committee shall review and propose the annual budget.
(On or before June 15 per Private Act)
- June 6 Regular monthly Budget Committee meeting
- June 9 On or before June 9 the Budget, Finance & Investment Committee shall cause a synopsis of the proposed budget and a statement of the tax rate required to finance the proposed budget to be published in a newspaper having general circulation in the County.
(On or before June 15 per Private Act)
- June 17 The Budget, Finance & Investment Committee will hold a public hearing on the proposed budget at the Rutherford County Courthouse at **7:00 P.M.**
(At least 10 days before beginning of fiscal year)

June 21 The Board of Education shall on or before this date adjust the line items required by changes made by the Budget, Finance & Investment Committee.
(On or before 7 days prior to July term of County Commission)

June 28 The Budget, Finance & Investment Committee will present the proposed budget to the County Legislative Body at 9:00 A.M.