

Children's Developmental Services of Campbell County
Budget Time-Line 2020-2021

January 15, 2020: Board of Commissioners Budget Message and Handbook distributed.

January 22, 2020: Requisitions distributed to CDS staff.

January 27, 2020: Focus team meets to discuss: (1) staffing numbers, (2) program changes, (3) requisitions for materials, supplies, equipment, (4) director's explanations and review of budget process, (5) capital funding request.

January 29, 2020: Budget Committee established: Board Members: Wendy Balo, Carol Yonkee, and Bertine Bahige. Focus Team: EHS Coordinator Stephanie Stevens; EI Coordinator Trena Bauder; EC Coordinator Tausha Edmonds; Sr. Financial Specialist Carol Curtis; & EII Supervisor Natalie Terrell; Financial Specialist Emily Roberts.

February – May 2020: Preparation of operation and capital funding requests.
Board of Commissioners Pre-budget Planning Meetings.

February 7, 2020: Requisitions due.

February 13 and 14, 2020: Budget Meetings. Team meeting with each cost center (Administration, EI, EC, and EHS). Establish purpose and intent of meetings. Identify issues to be addressed through the budget process. Review program priorities, estimated revenues, current budget, and staffing.

February 17, 2020: Focus Team meets to discuss requests for requisitions, capital and overall budget.

February 19, 2020: Focus Team and Board of Directors Budget Committee meet to review budget recommendations.

February 26, 2020: Board of Directors Meeting review capital construction and capital outlay requests and make recommendations.

March 4, 2020: Deadline for all agencies other than Human Service/External agencies to submit capital construction, computer hardware and software, and vehicle budget requests to the County Clerk. These requests will be forwarded by the County Clerk to Public Works, Information Technology Services and Fleet Management respectively.

March 31, 2020: Public Works submits Capital Construction budget request to Clerk's Office.

March 25, 2020: Budget Committee recommendations to the Board of Directors. CDS-CC Board of Directors review pre-budget for meeting with County Commissioners.

March 25, 2020: Public works submits Capital Construction budget request to the Clerk's Office.

March 25, 2020: Pre-Budget meeting with County Commissioners, 7:00 p.m.

March 27, 2020: Develop the proposed budget to present to Children's Developmental Services of Campbell County Board of Directors. Public Works submission of Capital Outlay budget request to the Clerk's Office.

April 1, 2020: Deadline for all agencies other than Human Services/External Agencies to submit Capital Construction requests (one copy) to the Clerk's Office.

ITS and Fleet Management shall submit capital requests to the Clerk's Office.

CARE Board shall submit recommendations to the County Commissioners (Clerk) on Human Service/Non-Profit Agency funding requests.

April 13, 2020: Deadline for all agencies other than Human Service/External Agencies to submit operational funding requests, including revised capital, and projected revenue to the Clerk's Office. Please submit one copy of the funding request, all supporting documentation and narrative according to the template. Individualized notebooks should not be prepared.

Land Board and Fire Board shall submit an original and ten (10) copies of requested budget to the County Clerk's Office and copies to each of the other governing entities.

April 16, 2020: Clerk's Office distributes requested budgets to Board of Commissioners.

April 20 – April 24, 2020: Board of Commissioners will review budget requests. Board of Commissioners will meet with the CARE Board to discuss Human Service funding requests.

May 13, 2020: Office of the Commissioners will begin its notification to all agencies of *provisionally approved* funding, both operation and capital.

June 2, 2020: Board of Commissioners will approve the proposed budget for publication as prepared by the County Clerk.

June 15, 2020: A public hearing will be held at 6:00PM in the Commissioners Chambers in the Campbell County Courthouse on the Fiscal Year 2020-2021 Budget.

June 16, 2020: Date of adoption of the Fiscal Year 2020-2021 budget at the Board of Commissioners regular meeting at 10:15 AM.

June 17, 2020: Office of the Commissioners begins to provide written notification to all agencies on approved budgets for FY 2020/2021; subsequent to budget adoption.