



APPROVED 10.25.16
CORRECTED 11.3.16

SHENANDOAH COUNTY, VIRGINIA FISCAL YEAR 2018 BUDGET CALENDAR

<u>DATE/TIME</u>	<u>ACTIVITY</u>	<u>LOCATION</u>
Wednesday, November 9 10:00 a.m.	FY 2018 Budget Kick-Off with Finance Director, Department Directors, and Constitutional Officers to distribute Budget and CIP Preparation Packets and Guidelines	EOC Training Room
Friday, December 9	FY 2018 Budget and CIP Requests Due to Finance Director	Administration
Weeks of January 2 and 9	Budget Review Team meet with Department Directors on FY 2018 Budget and CIP Requests	Administration
Thursday, February 2 4:00 p.m. (<i>regular BOS work session</i>)	<i>FY 2018 Strategic Budget Work Session (a preliminary look at the FY 2018 budget to receive guidance from the Board in order to prioritize resources before the completion of the FY 2018 budget proposal)</i>	Board Conf Room
Thursday, February 9 7:00 p.m.	Superintendent of SCPS presents FY 2018 SCPS Budget Request to the School Board; Board of Supervisors invited to attend	Board Room
Tuesday, February 14 9:00 a.m. (<i>regular BOS day meeting</i>)	Director of Finance Presents Five-Year Capital Improvement Plan (CIP)	Board Room
Thursday, February 16 5:30 p.m.	School Board Meeting/BOS Meeting	Board Room
Friday, February 24	Complete FY 2018 Proposed Budget	Administration
Tuesday, February 28 7:00 p.m. (<i>regular BOS night meeting</i>)	County Administrator Presents FY 2018 Proposed Budget	Board Room
Thursday, March 2 4:00 p.m. (<i>regular BOS work session</i>)	Budget Work Session (<i>Constitutional & State-Supported Offices</i>)	Board Conf Room
Tuesday, March 7 1:00 p.m.	Budget Work Session (<i>Animal Shelter; Code Enforcement; Fire & Rescue; Emergency Communications; General Properties; Solid Waste; Sanitary Districts</i>)	Board Conf Room

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Thursday, March 9 1:00 p.m.	Budget Work Session <i>(Parks & Recreation; Library; Community Development; Tourism; Cooperative Extension; and Capital Improvement Program)</i>	Board Conf Room
Tuesday, March 14 1:00 p.m. <i>(following BOS day meeting)</i>	Budget Work Session <i>(Outside Agencies)</i>	Board Room
Wednesday, March 15 4:00 p.m.	Budget Work Session <i>(as needed)</i> <i>(General Discussion)</i>	Board Conf Room
Tuesday, March 21 1:00 p.m.	Budget Work Session <i>(Establish Tax Rate for Budget Advertisement)</i>	Board Conf Room
Friday, March 24 <i>(before 4:00 p.m.)</i>	Finance Director submits FY 2018 Proposed Budget, Tax Rate, and Public Hearing Notification to Press for Publication	
Wednesday, March 29	FY 2018 Proposed Budget, Tax Rate, and Public Hearing Notification Advertised in Newspaper	
Thursday, April 6 7:00 p.m.	Public Hearing on FY 2018 Proposed Budget and Tax Rate	WWRE
Tuesday, April 11 9:00 a.m. <i>(following BOS day meeting)</i>	Budget Work Session <i>(as needed)</i> <i>(Discussion of Public Hearing comments)</i>	Board Conf Room
Tuesday, April 18 7:00 p.m.	Special BOS Meeting <i>(Adoption of FY 2018 Budget and Tax Rate)</i>	Board Room