

Jefferson County
2015 Budget Calendar

Description	Date	Regular Finance	Budget Related
Employee reclassification letter sent out by Human Resources	Monday, March 24, 2014		x
New Position Request Letter sent to Department Heads by HR	Monday, March 24, 2014		x
Employee reclassification requests due to Department Heads	Tuesday, April 1, 2014		x
Employee reclassification names due to HR from Departments	Friday, April 4, 2014		x
New Position requests due from Departments to HR	Monday, April 7, 2014		x
Regular Finance meeting	Thursday, April 10, 2014	x	
Job Description Questionnaires (JDQs) distributed by HR for reclass requests	Friday, April 11, 2014		x
Employees turn in completed JDQs to department heads	Tuesday, April 22, 2014		x
MIS issues 2015 IT equipment/programming request forms to departments	Thursday, April 24, 2014		x
Department Heads turn in reviewed JDQs to Human Resources	Friday, April 25, 2014		x
Dept Heads turn in completed IT equip/Programming request forms to MIS	Friday, May 2, 2014		x
Significant reclassification changes forward to vendor	Monday, May 5, 2014		x
2015 MIS Requested Budget/programming hours reviewed with Administrator	Thursday, May 8, 2014		x
Regular Finance meeting	Thursday, May 8, 2014	x	
2015 MIS Requested Budget/programming hours submitted to Finance Director	Monday, May 12, 2014		x
MIS reviews departmental IT equipment requests with Administrator	Friday, May 16, 2014		x
GFOA National Conference (Sunday, May 18 th – Wednesday, May 21 th)	Sunday, May 18, 2014		
Department Heads receive budget guidelines from Administrator	Tuesday, June 3, 2014		x
Vendor returns reclassification recommendations to HR	Friday, June 6, 2014		x
Preliminary Dept Personnel Budgets available for Courthouse & Sheriff	Wednesday, June 11, 2014		x
Reclassification requests shared with Department Heads	Wednesday, June 11, 2014		x
Preliminary dental rates set	Thursday, June 12, 2014		x
Regular Finance meeting	Thursday, June 12, 2014	x	
Department Head meeting to hand out budget materials	Wednesday, June 18, 2014		x
May monthly financial reports generated	Monday, June 23, 2014		
Final dental rates set	Thursday, July 10, 2014		x
Regular Finance meeting	Thursday, July 10, 2014	x	
June monthly financial reports generated	Monday, July 21, 2014		
Budget requests due to Administrator (HS also due)	Friday, August 1, 2014		x
Regular Finance meeting	Thursday, August 14, 2014	x	

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2	3	4	5	6
7	8	9	10	11 Patriot Day	12	13
				<i>Regular meeting</i>		
14	15	16	17	18	19	20
	<i>Proposed</i>		<i>Schedule Proposed</i>		<i>Proposed</i>	
21	22	23 Autumn Begins	24	25	26	27
	<i>Schedule Proposed</i>		<i>Schedule</i>		<i>Schedule</i>	
28	29	30				

hard year - 11, 13, 16, 18