

BUDGET CALENDAR

May 3, 2021	The Finance office will send budget letters and documents to county departments. Budget letters and documents will also be sent to outside agencies. If needed, the Auditor's Office will hold training sessions in May or June on the HTE Budgeting System.
July 15, 2021	Budget requests and work plans from each department are due in the Auditor's Office. Departments should review their budgets and work plans with their portfolio commissioner prior to submitting them to the Auditor's Office. The Department Request Budget will be closed and copied to the Commission Preliminary Budget.
July 15, 2021	A one-page summary detailing revenues and expenditures and an explanation of major changes from last year's budget is due from Department Heads.
July 21-23, 2021	The County Commission will review the budgets with department heads and outside agencies. (Note, Wednesday and Thursday, some commissioners may have diversion meetings, and Friday)
August 2, 2021	The Commission approves the preliminary budget. The Commission must also set the time and place for the budget hearing which must be held between September 7 th and October 7 th .
August 10, 2021	Preliminary budgets must be filed with County Auditor by all local governments.
August 31, 2021	County must mail Estimated Tax Statement
Sept. 7, 2021	Earliest date local governments may hold their budget hearing.
Sept. 20, 2021	Cass County's Formal Hearing on the budget.
October 1, 2021	The Commission must approve the tax levy to support the budget no later than October 1, 2021 (per home rule charter).
October 7, 2021	Final date for local governments to hold their 2022 budget hearing.
October 11, 2021	Final date for local governments to amend their budget and tax levy.

May-21							Jun-21							Jul-21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Aug-21							Sep-21							Oct-21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						