

**RUTHERFORD COUNTY
2025-2026 BUDGET CALENDAR**

DATE	MILESTONE	DEPARTMENT OF PRIMARY RESPONSIBILITY
January 6, 2025	Presentation of Budget Calendar to Board of Commissioners	
January 2025	Begin Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 5, 2025	Have Preliminary Payroll Budget Schedule Completed	Finance
February 5, 2025	Distribute Budget Packages/Special Appropriation Agency Letters	County Manager/Finance
February 2025	Complete Information Technology Strategic Plan Review	Information Technology
February 5, 2025	Building Maintenance/Vehicle Requirements to Public Works & Planning Director	Department Heads
February 5, 2025	Information Technology Requirements to IT Director	Department Heads
February 5, 2025	Communications Requirements to E911/Communications Director (Public	Department Heads
February 5, 2025	Safety Depts) & IT Director (Non-Public Safety Depts)	
February 5, 2025	Certification Increases, New Positions, Reclassification	Department Heads
	Requests, and Retirements to Human Resources Director	
February 19, 2025	Salary Information Due to Finance From Human Resources (with certification increases, new position requests, reclassifications, and retirements)	Human Resources
March 5, 2025	Have Salary/Benefits and Debt Service Complete	Finance
March 5, 2025	Budget Requests due from County Departments and Special Appropriation Agencies	Department Heads/Agencies
March 5, 2025	Property Valuation Estimates	Revenue Dept
March 17-28, 2025	Meet Individually with Department Heads	County Manager/Finance/HR/Depts
March 7, 2025	Distribute Special District Budget Packages	Finance/Fire Marshal
April 4, 2025	Departments Notify Finance of Changes in Budget Computer Sheets	Finance/Department Heads
April 4, 2025	County Service District Budgets Due to Fire Marshal	Fire Departments
April 4, 2025	County Service District Budgets Due to Finance	Fire Marshal
TBD - April 2025	Meeting of Board of Commissioners and Board of Education	
TBD - April 2025	Meeting of Board of Commissioners and ICC Board	
May 5, 2025	Budget Presentation to Commissioners	Commissioners/County Manager/ Finance
June 2, 2025	Public Hearing - Budget	Commissioners/County Manager
June 5, 2025	Budget Adoption Meeting	Commissioners