

# Colorado Budget Requirements

- Budget must be balanced.
- Draft budget should be prepared by October 15<sup>th</sup>.
- Mill Levy must be adopted by December 15<sup>th</sup>.
- Budget must be adopted by December 31<sup>st</sup>.

## Larimer County Budget Process Summary

Activity	Timeframe	County Commissioners	Other Electeds	Staff
Bi-Annual Citizen Survey Conducted	Spring Every-Other Year			
Results of Survey Analyzed/Reviewed	Spring			
SWOT (Strengths, Weaknesses, Opportunities, Threats) Analyses by Service Category Teams Prepared and Summarized for BCC	Spring or Early Summer			
Submit Prioritized Capital Investment Proposals for 5-Year Capital Improvement Plan (CIP)	Spring			
5-Yr Projections for Revenues & Expenditures Prepared/Refined	Spring			
Employee Compensation Decision	Late June			
Refine Capital Improvement Plan & Recommendations	Late June			
Establish Budget Targets for Departments and Offices	Early July			
Submit Department/Office Budget Proposals (Current Year Revised and Next Year)	By Labor Day			
Submit Strategic Plan Service Proposals	By Labor Day			
Submit Service Capacity/Expansion Proposals	By Labor Day			
Budget Proposals Analysis and Review	Early September			
Budget Worksession	Mid-September			
Recommended Operations & Capital Improvements Budget Submitted	October 15			
Conduct Budget Hearings	November			
Budget Worksession	Early December			
Budget Adoption	Mid-December			
Load Oracle, Publishing, Posting, DOLA Submittal, etc.	January			



Linda Hoffmann, County Manager, 970-498-7004  
Josh Fudge, Budget Director, 970-498-7017

## Phillips County Annual Budget Process

Activity	Timeframe	Involvement		
		County Commissioners	Other Elected Officials	Staff
Commissioner approval of budget timeline for upcoming year	Early August			
Budget message from Administrator to all Departments	August			
Department written budget submittals to Administrator	Early September			
Countywide departmental meeting with Board of County Commissioners to review the initial requests	Mid September			
Budget work session (review projected revenue, discuss employee compensation and benefit scenarios)	Early October			
Presentation of full draft of countywide budget	October 15			
Budget Work session (review capital outlay requests and each department's full request)	Late October			
Budget Work session (refine early decisions, look at projected fund balances, and approve a draft for public hearing)	Early November			
Conduct Public Hearing	Mid November			
Final Adoption	Mid December			
Public Presentation	January			



Randy Schafer, County Administrator, 970-854-3778  
 Laura Schroetlin, Administration Secretary, 970-854-3778  
 Deanna Jarrett, Administration Support, 970-854-3778