
2022 Operational Budget Review - Timeline

Phase 1: Preliminary Budget

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| 7/6/2021 | Finance and Personnel Committee — approves finalized: 1) budget timeline, 2) budget packet, 3) budget objectives and 4) budget guidance |
| 7/7/21 | Administrator's Office — distributes copies of the budget timeline, packet documents and budgeting guidance to all departments and County funded organizations |
| 7/15/21 | Administrator — Conducts a department head meeting to discuss 2021 budget expectations, guidance, questions and concerns |
| 8/06/21 | Departments — submit their completed 2022 proposed budget documents to the County Administrator's Office |
| 8/06- 8/19 | County Administrator's Office — enters the budget numbers and summarizes the budget information for Administrator, Department Heads and the Finance and Personnel Committee |
| 8/20/2021 | Administrator — presents preliminary budget to the Finance and Personnel Committee |

Phase 2: Department Reviews with Administrator and Finance and Personnel Committee

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| 8/23- 9/01/21 | Department Presentations to the County Administrator and Finance and Personnel Committee: |
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Monday, 23 Aug 2021
Tuesday, 24 Aug 2021
Wednesday, 25 Aug 2021
Thursday, 26 Aug 2021
Friday, 27 Aug 2021

Monday, 30 Aug 2021
Tuesday, 1 Sep 2021
Wednesday, 01 Sep 2021

Looking for guidance on how much time committee is available to meet to be able to appropriate time to departments for presentation.

RICHLAND COUNTY

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| 9/07/21 | County Administrator and Committee discuss budget adjustments, call-backs, options, and receives feedback from the County Board (County Board Members invited) |
| 9/07 – 09/10/2021 | Department call-backs with Administrator and Finance and Personnel to further consider budget adjustments (as needed) |

Phase 3: Hearings and Finalized Budget

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| 09/17/21 | Administrator —presents finalized budget proposal to the Finance and Personnel Committee. Committee makes final recommendations, and departments make all final adjustments based on recommendations. |
| 09/27/21 | County Clerk’s Office compiles the budget information to be published in the October 5th edition of the Richland Observer |
| 10/01/21 | County Clerk’s Office — publishes 2021 proposed budget and levy information in the official newspaper (Richland Observer) |
| 10/26/21 | Administrator – presents the finalized budget and levy to the County Board for public hearing and adoption |
| 11/13/21 | County Clerk — submits the PC-400 State and County Apportionment Form |
| Dec/2021 | County Clerk’s Office files the County Tax Levy worksheet with the Department of Revenue (this is due 12/15/2021) |

After the October 26th meeting, the County Administrator’s Office prepares the final 2021 budget documents, distributes it to County Departments and has the MIS Department put the document on the Richland County website.

Throughout the budget process as new information is generated, additional changes will be made to the proposed 2022 budget documents. Audit information, Net New Construction, anticipated grant revenues, sales tax projections, state shared revenue, utility payments, and general transportation aids all impact the budget and are all numbers generated throughout the process.

Clinton Langreck
Administrator — Richland County