

## **THE MILWAUKEE COUNTY BUDGET PROCESS**

The Milwaukee County Budget is an important document that serves several purposes. First, the budget document serves as a financial and operational blueprint that aids departmental administrators in the provision of needed services. Second, it functions as a statement of policy developed and approved by the county's elected officials. Finally, the budget is a source of information for the general public, enabling citizens to understand the many functions of County government and how resources are allocated.

State Statutes require that the County Executive submit the budget proposal to the County Board by October 1st. In the months preceding this date, County departments submit budget requests to the Department of Administration (DOA). Through review and analysis, the DOA Budget Section makes recommendations to the County Executive and help him prepare the County Executive Recommended Budget. When the Board receives the Executive Budget, the County Board's Research staff works with Supervisors to analyze the budget and to develop amendments that will be included when the Finance and Audit Committee presents the budget to the full County Board.

<b>APRIL 1</b> Preliminary Preparation: Direction to County Departments on preparation of the subsequent year budget.	<b>JUNE 1</b> Departments submit new position requests.	<b>JUNE 15</b> Departments submit capital budget requests. Departments submit operating budget requests.
<b>JULY &amp; AUGUST</b> Department of Administration and County Executive review of departmental budget requests.	<b>AUGUST 15</b> Department of Administration submits summary of requested budgets to the County Board.	<b>OCTOBER 1</b> County Executive presents the Recommended Executive Budget to the County Board. The recommended budget is referred to the Boards Finance & Audit Committee for review.
<b>OCTOBER 1 to 1st week in NOVEMBER</b> Finance & Audit Committee reviews the County Executive Budget. Fourteen days or more prior to the County Board Public Hearing, the County Executive Budget is published in newspapers.	<b>NOVEMBER - 1st Monday of the Month</b> County Board Public Hearing on budget.	
<b>1st Tuesday after 2nd Monday in NOVEMBER</b> County Board annual meeting and the adoption of the budget and tax levy. During this meeting, the County Board acts on the amendments by the Finance & Audit Committee to the County Executives recommended budget as well as amendments submitted by individual County Board members.	<b>JANUARY 1</b> Departments begin utilizing budget to provide public services	