

2010 Council Request Deadlines

Additional & Reductions	Transfers & Salary Statements	Regular Meeting 8:30 AM
Wed December 23, 2009 (9:00 AM)	Mon January 4, 2010	Tue January 12, 2010
Wed January 20, 2010	Mon February 1, 2010	Tue February 9, 2010
Wed February 17, 2010	Mon March 1, 2010	Tue March 9, 2010
Wed March 24, 2010	Mon April 5, 2010	Tue April 13, 2010
Wed April 21, 2010	Mon May 3, 2010	Tue May 11, 2010
Wed May 19, 2010	Tue June 1, 2010	Tue June 8, 2010
Wed June 23, 2010	Tue July 6, 2010	Tue July 13, 2010
Wed July 21, 2010	Mon August 2, 2010	Tue August 10, 2010
Wed August 25, 2010	Tue September 7, 2010	Tue September 14, 2010
Wed September 22, 2010	Mon October 4, 2010	Tue October 12, 2010
Wed October 20, 2010	Mon November 1, 2010	Tue November 9, 2010
Wed November 24, 2010	Mon December 6, 2010	Tue December 14, 2010

The 2011 Budget Hearings will be held the week of August 23, 2010.

Forms: are available at MyTippecanoe (intranet) under Budget & Finance.

Transfer Within Series (yellow)	Used to transfer funds within the same series. This form does not require Council action and therefore may be submitted at any time.
Transfer Between Series (blue)	Used to transfer appropriation to another series. Requires County Council approval but not DLGF. Example: Office Supplies to Repair & Maintenance.
Additional Appropriation (green)	Used to request funding not approved in the current year budget.
Reductions (peach)	Used to reduce funding no longer needed in the current year budget.
Grant Appropriation (red)	Used to request grant funding once grant is awarded.
Salary Statements	Due on the same date and time as transfers and require County Council approval.

All forms requiring council action must be submitted to the Auditor's Office Manager by **4:00 p.m.** on the due date (unless noted above). We do not recommend sending requests inter-departmental mail unless it is several days before the deadline.

If there are any questions, call the Auditor's Account Manager (423-9723).

Note: Additional Appropriations are not allowed at the December Council meeting if Department of Local Government Finance is required.