

**2021-2022 Approved Budget Calendar  
Williamsburg County Government  
South Carolina**

<b>Date/Time</b>	<b>Event</b>
<b>Wednesday, January 27, 2021</b>	County Supervisor provides budget instructions to county departments and component units via virtual meeting.
<b>January - February 2021</b>	Finance Office prepares departmental excel budget worksheets. Finance Office conducts Mid-Year Financial Review.
<b>Monday, February 1, 2021</b>	Approval of Proposed Budget Calendar by County Council.
<b>February 8-12, 2021</b>	Excel budget worksheets and budget preparation manuals are emailed to county departments and component units.  Email appropriation request letters to current outside agencies.
<b>Monday, March 1, 2021</b>	<b>Deadline for county departments, component units, and outside agencies to email budget requests to Chief of Finance.</b>
<b>March 1 - 15, 2021</b>	<b>County departments work with County Supervisor and Finance staff to develop their recommended FY 21-22 Proposed Budget Requests.</b>
<b>Monday, March 22, 2021</b>	<b>Recommended budget requests are distributed to departments for final review, comments, and certification.</b>
<b>Wednesday, April 7, 2021 10:00 a.m. - 12 noon</b>	<b>Budget Review Session for County Council - First Reading.</b>
<b>Monday, April 12, 2021</b>	County Supervisor emails County Council FY 21-22 Proposed Budget for First Reading.
<b>Tuesday, April 20, 2021 @ 6 PM</b>	<b>First Reading of FY 21-22 Proposed Budget.</b>
<b>Wednesday, May 5, 2021</b>	Advertise Budget Public Hearing Ad in a newspaper of general circulation.
<b>Wednesday, May 19, 2021 10:00 a.m. - 12 noon</b>	<b>Budget Review Session for County Council - Second Reading.</b>
<b>Monday, May 24, 2021</b>	County Supervisor emails County Council FY 21-22 Proposed Budget for Second Reading.

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<b>Monday, June 7, 2021 @ 6 PM</b>	<b>Virtual Public Hearing /Second Reading on FY -21-22 Proposed Budget.</b>
<b>Wednesday, June 9, 2021 10:00 a.m. - 12 noon</b>	<b>Budget Review Session for County Council - Third Reading.</b>
<b>Monday, June 14, 2021</b>	County Supervisor emails County Council FY 21-22 Proposed Budget for Third Reading.
<b>Tuesday, June 22, 2021 Time to be determined</b>	<b>Third Reading/Adoption of FY 21-22 Proposed Budget.</b>
<b>June 22-30, 2021</b>	File copies of Adopted FY 2021-2022 Operating Budget with County's Clerk of Court Office. County departments and outside agencies receive their budgets and appropriations.
<b>June 30, 2021</b>	Fiscal Year 2020-2021 ends.
<b>July 1, 2021</b>	New Fiscal Year 2021-2022 begins.
<b>July - December 2021</b>	The county's annual audit is performed once the books are closed for the previous fiscal year.

**Note:**

All dates are subject to change due to timing and availability of information, meeting dates and participants.  
For questions regarding this calendar, please contact: Liz Nelson at (843) 355-9321, x5103 or email to [liz.nelson@wc.sc.gov](mailto:liz.nelson@wc.sc.gov)