

MCHENRY COUNTY CONSERVATION DISTRICT  
RESOLUTION #20-47

ESTABLISHING THE MCHENRY COUNTY CONSERVATION DISTRICT'S  
FY 2022 BUDGET TIMELINE

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WHEREAS, the McHenry County Conservation District (hereinafter referred to as the "District"), is a conservation district organized and existing under the laws of the State of Illinois (70 ILCS 410); and

WHEREAS, the District as a unit of local government, adopts a combined annual budget and appropriation ordinance as provided in the Illinois Municipal Budget Law (70 ILCS 410/13); and

WHEREAS, the District's budget and appropriation ordinance shall not be considered to be adopted until it is also adopted by resolution of the McHenry County Board (70 ILCS 410/13); and

WHEREAS, for this reason, the District wishes to establish a budget timeline to ensure public matters of interest to the District can be addressed by the Board of Trustees, Executive Director or his/her designee and through the County Board in a timely and cooperative manner; and

WHEREAS, the proposed FY 2022 Budget Timeline is included as Exhibit A highlights the objectives and timeline specific to the District and the adoption of its annual budget and appropriation process.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the District that it is necessary, desirable, and in the best interest of the District, its Board of Trustees, Executive Director or his/her designee to adopt a revised budget process, timeline and communications strategy as presented.

IN WITNESS WHEREOF, this Resolution #20-47 has been executed this 26<sup>th</sup> day of May, 2020, by the President and attested by the Secretary of the Board of Trustees of the District.

Ayes:    \_\_7\_\_

Nays:     \_\_0\_\_

Absent:  \_\_0\_\_

Abstain: \_\_0\_\_

*Vernon M Scacci*  
Vernon M Scacci (May 28, 2020 16:57 CDT)

**VERNON SCACCI, PRESIDENT  
BOARD OF TRUSTEES**

*Carolyn Campbell*  
Carolyn Campbell (May 28, 2020 20:30 CDT)

**CAROLYN CAMPBELL, SECRETARY  
BOARD OF TRUSTEES**

**MCHENRY COUNTY CONSERVATION DISTRICT**  
**Budget Timeline**  
**Fiscal Year 2022**

<b>Budget Initiatives</b>	<b>Revised Dates</b>
<b>May Finance &amp; Administrative Committee Meeting</b>	<b>5/21/2020</b>
EAV-Statutory Rate Projections, FY 2021 Budget - COVID-19 Response Financial Projections	
Directors/Managers submit updated CAMP and NATURAL CAMP	<b>6/19/2020</b>
<b>June Board of Trustees Meeting</b>	<b>6/23/2020</b>
Pichen Installment Agreement Financing	
Directors develop key budget assumptions, prioritize needs, and funding strategies	<b>6/26/2020</b>
Directors/Managers submit priorities for Budget, not afforded within current budget, (ie; new personnel, new initiatives, capital needs, education-training not afforded in current budget, etc.)	<b>7/1/2020</b>
<b>July Board of Trustees Meeting</b>	<b>7/21/2020</b>
Establish 2020 Levy Options for FY 2022	
Board Sets General Operational Goals & General Fund Budget Directives	
Key Budget Assumptions Discussed	
Budget Priorities to be Funded Determined	
Potential use of Fund Reserves	
Board sets Property Tax Levy Direction	
Determine Communication Plan/Strategy with County Chairman/Board	
<b>August Finance &amp; Administrative Committee Meeting</b>	<b>8/18/2020</b>
CAMP and NATURAL CAMP Update	
Meet with Chairman, Finance & Audit Chair, County Board Liaison	<b>7/22/20 - 9/11/20</b>
Property Tax Levy Ordinance approved by Board of Trustees	<b>9/22/2020</b>
Publish Notice: Property Tax Levy Ordinance. Place Property Tax Ordinance on District website and send correspondence to Chairman, County Board and County Administrator	<b>9/23/2020</b>
<i>Statutory Deadline: September 30 - Second Quarter of Fiscal Year</i>	<b>9/30/2020</b>
<b>Directors/Managers Develop Tentative Budget</b>	<b>7/1/20 - 10/1/20</b>
Directors Provides Budget Final Directives & Guidelines to Managers	<b>6/24/2020</b>
Distribute Budget Worksheets to Managers	<b>7/1/2020</b>
Budget Worksheets Due Back from Managers	<b>10/1/2020</b>
<i>*Insurance renewal rates due from provider(s)</i>	<b>11/1/2020</b>
ELT reviews detailed departmental budgets, modifies if needed, sets final directives for: personnel, wages, capital funding, reserve funding, etc.	<b>10/12/2020</b>
Tentative Budget is Developed and Packaged	<b>10/26/20 - 12/23/20</b>
<b>November Board of Trustees Meeting - Committee of Whole</b>	<b>11/19/2020</b>
Preliminary Review of Highlights from Tentative Budget	
<b>January Finance &amp; Administrative Committee Meeting</b>	<b>1/12/2021</b>
Distribute Tentative Budget to Trustees in Board Packets	<b>1/8/2021</b>
<b>January Board of Trustees Meeting</b>	<b>1/19/2021</b>
Board Approves Tentative Budget	
Publish Notice: Tentative Budget available for public inspection, 30 days prior to public hearing. Tentative Budget and Ordinance placed on District website and correspondence sent to Chairman, County Board and County Administrator	<b>1/18/2021</b>
Revise Tentative Budget if needed	<b>1/20/21-2/5/21</b>
<b>February Board of Trustees Meeting</b>	<b>2/23/2021</b>
Distribute Final Budget & Appropriation Ordinance to Trustees	<b>2/12/2021</b>
Public Hearing	<b>2/18/2021</b>
Board approves Final Budget & Appropriation Ordinance	<b>2/23/2021</b>
Publish Notice: Final Budget & Appropriation Ordinance. Final Budget & Appropriation Ordinance placed on District website and correspondence sent to Chairman, County Board and County Administrator	<b>2/24/2021</b>
<i>* Receive Final P-Tax Levy Extension from County</i>	
<i>* Farm lease Revenue Finalized</i>	<b>3/1/2021</b>
<b>March County Board Meetings</b>	
Present to 'County Finance & Audit Committee	<b>3/4/2021</b>
Present to 'County Committee of the Whole	<b>3/11/2021</b>
Present to full 'County Board for acceptance	<b>3/16/2021</b>
<i>Statutory Deadline: June 30 - First Quarter of Fiscal Year</i>	<b>6/30/2021</b>
<b>April Board of Trustees Meeting</b>	<b>4/16/2021</b>
FY 2022 Begins	<b>4/1/2021</b>
Board Sets Operational Goals & Budget Directives	
Review of 2021 Levy Options for FY 2023	
Meet with Chairman, Finance & Audit Chair, County Board Liaison	<b>5/1/21 - 6/30/21</b>









# Resolution 20-47 Establishing FY 2022 Budget Timeline (redo)

Final Audit Report

2020-05-29

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