

MCHENRY COUNTY CONSERVATION DISTRICT
RESOLUTION #21-42

ESTABLISHING THE MCHENRY COUNTY CONSERVATION DISTRICT'S
FY 2023 BUDGET PROCESS, TIMELINE, AND COMMUNICATIONS STRATEGY

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 process, timeline and communications strategy 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 2023 Budget Process, Timeline and Communications Strategy 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 #21-42 has been executed this 25th day of May, 2021, by the President and attested by the Secretary of the Board of Trustees of the District.

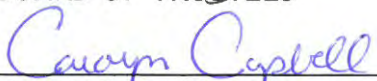
Ayes: 7

Nays: 0

Absent: 0

Abstain: 0


JOHN HENNING, PRESIDENT
BOARD OF TRUSTEES


CAROLYN CAMPBELL, SECRETARY
BOARD OF TRUSTEES

**MCHENRY COUNTY CONSERVATION DISTRICT
BUDGET TIMELINE
FISCAL YEAR 2023**

Budget Initiatives	Dates
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Directors/Managers: Key Initiatives & Deadlines	
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June 2021	
Directors/Managers Submit Updated CAMP and NATURAL CAMP	6/11/2021
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.)	6/11/2021
Directors Develop Key Budget Assumptions, Prioritize Needs, and Funding Strategies (<i>Present to Board of Trustees on 7/15/21</i>)	6/18/2021
July 2021	
Directors Provide Final Budget Directives & Guidelines to Managers: (<i>Dependent on Board of Trustees direction on 7/15/21</i>)	7/16/2021
Distribute Budget Worksheets to Managers	7/16/2021
September 2021	
Budget Worksheets Due Back from Managers	9/17/2021
ELT reviews Detailed Departmental Budgets, modifies as needed.	9/17/21- 9/30/21
ELT sets Final Directives for personnel, wages, capital funding, reserve funding, etc.	9/30/2021
October 2021 - February 2022	
Tentative Budget Highlights developed for Board of Trustees Discussion	10/1/21 - 11/12/21
Tentative Budget Developed and Packaged	10/1/21-1/7/2022
Change Tentative as Needed	1/19/22- 1/28/22
Distribute Final Budget to Board of Trustees	2/11/2022

Trustees: Key Initiatives & Deadlines	
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July Board of Trustees Meeting - COW	
Board Sets General Operational Goals & General Fund Budget Directives	7/15/2021
Key Budget Assumptions Discussed	
General Fund Operating Budget Priorities Determined	
Potential use of Fund Reserves Discussed	
Board sets 2021 Property Tax Levy Direction	
Determine Communication Plan/Strategy with County Chairman/Board	
Meet with Chairman, Finance & Audit Chair, County Board Liaison	
August Board of Trustees Meeting - COW	
CAMP and NATURAL CAMP Update Presented	8/19/2021
CAMP Projects Approved for FY 2023 Budget	
Continued 2021 P-Tax Levy Discussion if Needed	

September Board of Trustees Meeting - COW	9/16/2021
Additional CAMP Discussions - FINAL CAMP project approval	
Property Tax Levy Ordinance approved by Board of Trustees	9/21/2021
Publish Notice: Property Tax Levy Ordinance. Place Property Tax Ordinance on District website and send correspondence to Chairman, County Board and County Administrator	9/22/2021
<i>Statutory Deadline: September 30 - Second Quarter of Fiscal Year</i>	9/30/2021
November Board of Trustees Meeting - COW	11/18/2021
Preliminary Review of Highlights from Tentative Budget	
January Board of Trustees Meeting - COW	1/13/2022
Distribute Tentative Budget to Trustees in Board Packets	1/7/2022
January Board of Trustees Meeting	1/18/2022
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	1/19/2022
Revise Tentative Budget if needed	1/20/21-2/4/21
February Board of Trustees Meeting - COW	1/13/2022
Distribute Final Budget & Appropriation Ordinance to Trustees	2/11/2022
Public Hearing	2/17/2022
February Board of Trustees Meeting	2/22/2022
Board approves Final Budget & Appropriation Ordinance	
Publish Notice: Final Budget & Appropriation Ordinance. Final Budget & Appropriation Ordinance placed on District website and correspondence sent to Chairman, County Board and County Administrator	2/23/2022
<i>* Farm lease Revenue Finalized</i>	3/1/2022
<i>* Receive Final P-Tax Levy Extension from County</i>	3/31/2022
March County Board Meetings	
Present to County Finance & Audit Committee	3/3/2022
Present to County Board - Committee of the Whole	3/9/2022
Present to County Board - Regular Monthly Meeting for acceptance	3/15/2022
<i>Statutory Deadline: June 30 - First Quarter of Fiscal Year</i>	6/30/2022