

Calendar for Village Clerk/Treasurer

January

The fiscal year for the Village is from January 1 – December 31.

Certificate of the Total Amount From All Sources Available for Expenditures, and Balances must be received by Hamilton County Auditor by January 31, 2007. This certificate requires the signature Of the Clerk/Treasurer.

A resolution requesting the county auditor to make tax advances during The year is passed so that the village may request payment from county Auditor funds from taxes or other sources collected by the county for the Village. This resolution is valid for the current fiscal year; January 1 Through December 31.

Department heads continue on budgets and meeting with individual committees.

February

The Auditor of State of must receive the annual financial report By February 28th (60 days after year end). This form requires the Signature of the Clerk/Treasurer.

Finalization of budget for current year with approval at March Council.

March

The annual appropriation ordinance must be approved and passed by Council and submitted to Hamilton County Auditor by March 31st. This form requires the signature of the Clerk/Treasurer.

April

1st half Inheritance Taxes received from Hamilton County Auditor.

May

June

The Estimated Tax Budget for the Next Year is compiled and completed By end of month. Notice of public hearing for the estimated budget is Advertised and posted 2 weeks before hearing date.

July

Prior to the July Council meeting, the Clerk holds a public hearing Treasurer for the Estimated Tax Budget. During council meeting, a resolution is passed accepting the estimated tax budget for the next year. This budget requires the signature of the Clerk/Treasurer and must be submitted to the County Auditor by July 20th.

August

September

2nd half Inheritance Taxes received from County Auditor

October

Resolution for certification of tax levies to county auditor passed at October Council meeting and mailed to Hamilton County Auditor. This resolution requires the signature of the Clerk.

November

December

Department heads begin working on budgets for next year.