

Local Government Budget Assistance Calendar

The following calendar, prepared by the Division of Local Government (the "Division" or "DLG"), is a listing of the deadlines for the budget, for a local government audit and for the property tax certification process. Some deadlines are not statutory, but reflect good budgeting practices. For details on the applicable statutes listed below, please refer to the [Colorado Revised Statutes \("C.R.S."\)](#).

[PDF](#) | Downloadable Version

<u>Date</u>	<u>Event</u>
January 1	Start of Fiscal Year; begin planning for the budget of the next year.
January 10	Deadline for assessor to deliver tax warrant to county treasurer (39-5-129, C.R.S.)
January 31	A certified copy of the adopted budget must be filed with the Division. (29-1-113(1), C.R.S.). If a budget is not filed, the county treasurer may be authorized to withhold the local government's tax revenues.
February 10	The Division sends notification to local governments whose budgets have not been filed with the Division.
February 21	The Division will authorize the county treasurer to withhold tax revenues until a certified copy of the budget is filed with the Division.
March 1	The U.S. Bureau of Labor Statistics releases the Consumer Price Index (the "CPI") for the Denver/Boulder area. This annual percent change is used with "local growth" to calculate "fiscal year spending" and property tax revenue limitations of TABOR. (Article X, Sec. 20, Colo. Const.)
March 31	Deadline to request exemption from audit. (29-1-604(3), C.R.S.) Contact the Local Government Audit Division, Office of the State Auditor, (303) 869-2800. The Division notifies local governments of its determination that the entity has exceeded the statutory property tax revenue limit (the "5.5%" limit).
June 30	Deadline for auditor to submit audit report to local government governing body. (29-1-606(a)(1), C.R.S.)
July 31	Deadline for submitting annual audit report to the Office of the State Auditor. (29-1-606(3), C.R.S.) Deadline for request for extension of audit. (29-1-606(4), C.R.S.) If an audit is required but has not been filed, the county treasurer may be authorized to withhold the local government's tax revenues.
August 25	Assessors certify to all taxing entities and to the Division of Local Government the total new assessed and actual values (for real and personal property) used to compute the statutory and TABOR property tax revenue limits. (39-5-121 (2)(b) and 39-5-128, C.R.S.) If applicable, upon receipt of the Certification of Valuation, submit to the Division certifications of service impact from increased mining production and/or from increased valuation due to previously exempt federal property which has become taxable. Certifications of impact are required if the value is to be excluded from the tax revenue limit. If applicable, apply to the Division for authorization to exclude from the limit the assessed valuation attributed to new primary oil or gas production from any producing land or

leaseholds.

- October 15 Budget officer must submit proposed budget to the governing body. (29-1-105, C.R.S.) Governing body must publish "Notice of Budget" upon receiving proposed budget. (29-1-106(1), C.R.S.)
- November 1 Deadline for submitting applications to the Division for an increased levy pursuant to 29-1-302, C.R.S. and applications for exclusion of assessed valuation attributable to new primary oil or gas production from the 5.5% limit pursuant to 29-1-301(1)(b), C.R.S.
- December 10 Assessors' changes in assessed valuation will be made only once by a single notification (re-certification) to the county commissioners or other body authorized by law to levy property tax, and to the DLG. (39-1-111(5), C.R.S.)
- December 15 Deadline for certification of mill levy to county commissioners (39-5-128(1), C.R.S). Local governments levying property tax must adopt their budgets before certifying the levy to the county. If the budget is not adopted by certification deadline, then **90 percent** of the amounts appropriated in the current year for operations and maintenance expenses shall be deemed re-appropriated for the purposes specified in such last appropriation. (29-1-108(2) and (3), C.R.S.)
- December 22 Deadline for county commissioners to levy taxes and to certify the levies to the assessor. (39-1-111(1), C.R.S.)
- December 31 Local governments not levying a property tax must adopt the budget on or before this date; governing body must enact a resolution or ordinance to appropriate funds for the ensuing fiscal year. If the budget is not adopted by certification deadline, then **90 percent** of the amounts appropriated in the current year for operations and maintenance expenses shall be deemed re-appropriated for the budget year. (29-1-108(4), C.R.S.)