

**Budget Calendar**  
**Fiscal Year 2024 - 2025**

Personnel Requests Forms Sent to Elected Officials and Department Heads 10/26/23

Manager's Budget Letter to Elected Officials, Department Heads and Outside Agencies 12/08/23

Finance Issues Budget Packages Electronically to Elected Officials, Department Heads and Outside Agencies 12/08/23

Finance Offers Preliminary Budget Meetings to Answer Questions Regarding Completion of Budget Packages 12/11/23 - 2/9/24

Personnel Requests Including New Positions and Upgrades Due to Human Resources 12/22/23

Human Resources Determines the Cost of Any Personnel Requests 12/22/23 - 2/9/24

Packages Due Back to Finance 02/16/24

Commission Planning Retreat Feb/March

Finance Enters All Requests into the Budgeting Software and Clarifies Any Requests 2/19/24 - 2/23/24

Human Resources Prepares a Payroll Budget Based on Position Requests and Direction from the Board 02/23/24

Finance Makes the Initial Revenue Projections 2/19/24 - 2/23/24

Budget Committee Meets With All Elected Officials, Department Heads and Outside Agencies to Discuss Their Budgets March/April

Budget Committee Finalizes Budget Recommendations 04/26/24

Board of Commissioners Hold Work Sessions to Review the Proposed Budgets and Make Recommendations May

Public Hearing on the Budget 06/11/24