

Budget Calendar for Fiscal Year 2024 – 2025

January	Distribution of budget package sent to Elected and Appointed Officials, Department Heads, Agencies and Fire Districts.
January	Budget requests prepared by individual departments; separated by operational and capital improvements.
January	Departments submit individual budget requests to Finance Department.
February	Finance Department submits departments' requests to Administrator.
February	Outside Agencies budget requests are due to Finance Department.
February	Administrator reviews and meets with departments to discuss budget requests.
March	Finance Director completes preparation of revenue estimates for the new budget year with assistance from Department Heads and County Auditor.
April 1st	Submission of Administrator's budgetary recommendation to County Council and First Reading
April and thereafter	Council work session(s) on budget.
April	Notice of advertisement of Public Hearing to appropriate media.
May	Public Hearing and Second Reading of budget.
June	Third Reading and adoption of Budget Ordinance.
June	Finance Department prepares account ledgers and payroll information.
July 1 st	Begin new fiscal year with implementation of adopted budget.