

FY24-25 Budget Development Calendar (dates are subject to change)

OCTOBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Distribute CIP forms to Dept Heads & Soft kick-off Op Budget Process	3	4	5	6	7
8	9 Columbus Day HOLIDAY	10	11	12	13 Submit Budget calendar for Board Packet	14
15	16	17	18	19	20	21
22	23 Budget calendar w/ Board Packet BOS	24	25	26	27	28
29	30	31				

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NOVEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 BOS	7 Election Day HOLIDAY	8	9	10 Veterans Day HOLIDAY	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22 CIP requests due to Finance 1/2 Day HOLIDAY	23 Thanksgiving Day	24 HOLIDAY	25
26	27 BOS	28	29	30 CIP requests due to CIP Review Committee		

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DECEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Operating Budget official kick-off / Distribute docs to Dept Heads	2
3	4	5	6	7	8	9
	CIP Review Committee meets w/ Dept Heads					
	1st CIP Review Committee Mtg					
10	11	12	13	14	15	16
	CIP Review Committee individually evaluates CIP requests					
	BOS				2nd CIP Review Committee Mtg - Finalize initial CIP proposal	
17	18	19	20	21	22	23
					1/2 Day HOLIDAY	
24	25	26	27	28	29	30
	Christmas HOLIDAY					
31						

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JANUARY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day HOLIDAY	2	3	4	5 Operating Budget requests due to Finance	6
7	8 2024 BOS meeting calendar released BOS	9	10	11	12	13
	Finance reviews operating budget requests					
14	15 M L King Day HOLIDAY	16	17	18	19	20
	Budget Review Committee reviews operating budgets					
21	22 BOS	23	24	25	26	27
	Budget Review Committee reviews operating budgets					
					3 rd CIP Review Committee Mtg - Final Review / Adjust as needed	
28	29	30	31			
	Budget Review Committee meets w/ Dept Heads					

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FEBRUARY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Budget Review Committee meets w/ Dept Heads		
					CIP documents due for 2/12 Board mtg	
4	5	6	7	8	9	10
	Budget Review Committee meets w/ Dept Heads					
					Revenue estimates due to Budget Review Committee	
11	12	13	14	15	16	17
	Budget Review Committee meets w/ Dept Heads					
	CIP Worksession #1- 1 st proposed CIP			Budget Review Committee Mtg – Finalize Revenue & Initial Budget Proposal	CIP & Operating Budget documents due for 2/26 Board mtg	
	BOS					
18	19	20	21	22	23	24
	Presidents' Day HOLIDAY	CIP Review Committee & Dept Heads follow up on Board requests from 2/12 worksession				
25	26	27	28	29		
	Budget Worksession: 2 nd proposed CIP & Op Budget Preview					
	BOS					

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<h1>MARCH 2024</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Operating Budget documents due for 3/11 Board mtg	2
3	4	5	6	7	8	9
10	11 Budget Worksession: Revenue estimates & Budget Big Rocks BOS	Follow up on Board requests & directives from 3/11 mtg			15	16
17	18 Budget Worksession: Personnel, New Position Requests & Other Comments/Questions	Follow up on Board requests & directives from 3/18 mtg			22	23
24	25 Budget Worksession: Health Insurance & General Fund BOS	Follow up on Board requests & directives from 3/25 mtg			29	30
31 Easter Sunday						

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APRIL 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Budget Worksession: Review Solid Waste	2	3	4	5	6
		Follow up on Board requests & directives from 4/1 mtg				
7	8 Budget Worksession: Finalize CIP BOS	9	10	11	12	13
		Incorporate CIP into Operating Budget				
14	15 Budget Worksession: 2 nd review of General Fund proposal & review Nursing Home	16	17	18	19	20
		Follow up on Board requests & directives from 4/15 mtg				
21	22 Budget Worksession (if needed) Tax Rate Adoption BOS	23	24	25	26	27
28	29	30 Finalize Ad for Budget Public Hearing				

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MAY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 Public Hearing on proposed Operating & Capital Budgets <div style="background-color: #4a86e8; color: white; padding: 2px; display: inline-block; margin-top: 5px;">BOS</div>	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day HOLIDAY	28 Adoption of Operating & Capital Budgets <div style="background-color: #4a86e8; color: white; padding: 2px; display: inline-block; margin-top: 5px;">BOS</div>	29	30	31	

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JUNE 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 BOS	11	12	13	14	15
16	17	18	19 Juneteenth HOLIDAY	20	21	22
23	24 BOS	25	26	27	28	29
30						