

MASTER BUDGET CALENDAR

Fiscal Year 2025-26 DRAFT

Dec 4	Budget Workshop for Budget Staff—Budget Instructions & Forms Available (\$29042)
Early-December	CAO to Distribute Salary & Benefits Department Projections
Jan 13	FY 2024-25 Mid-Year information due to CAO
Jan 14	Appointment of the Budget Ad Hoc & DTOT Direction for Budget Requests
Jan 20	Completed Salary & Benefit Projections and Supplemental Personnel Requests due to CAO. Personnel requests due to Human Resources.
Jan 28, Feb 4 & Feb 5	Department Budget Presentations to the Board. Four hours during the regular meetings on 1/28 and 2/4 and a special meeting on 2/5.
Feb 18	Completed Department budget packages due to the CAO by 5:00 p.m. (\$29040, \$29060)
Feb 25	Target for FY 2024-25 Mid-Year Report presented to the Board
Week of Mar 10	Functional Group budget meetings with Ad Hoc Committee— Budget Requests & Major Issues (\$29060)
Apr 23	Budget Special Meeting Budget Update & Board Direction
May 23	Completed Budget Book sent to Printer
May 30	Recommended Budget available to the public, 11 days prior to Budget Hearing (\$29080)
June 10	Budget Hearing and Board approval of Recommended Budget (\$29064; \$29065)
June 24	Personnel Allocation Resolution to Board for approval
By June 30	Department updates for year-end projection of fund balances
Aug - Sept	Books close for FY 2024-25 – FENIX open for necessary adjustments. These changes will generally be limited to adjustments to the fund balance. (\$29083)
Sept 23	Adopted Budget Board Presentation & Direction
Sept 30	Adoption of FY 2025-26 Budget Resolution (\$29088, \$29090)