

MASTER BUDGET CALENDAR

Fiscal Year 2024-25

December 6	Budget Workshop for Budget Staff—Budget Instructions & Forms Available (\$29042)
Early-December	CAO to Distribute Salary & Benefits Department Projections
Jan 16	FY 2023-24 Mid-Year information due to CAO
Jan 22	Completed Salary & Benefit Projections and Supplemental Personnel Requests due to CAO. Personnel requests due to Human Resources.
Jan 23 & 24	Department Budget Presentations to the Board. Four hours during regular meeting and one special meeting the next day.
Feb 20	Completed Department budget packages due to the CAO by 5:00 p.m. (\$29040, \$29060)
Feb 27	Target for FY 2023-24 Mid-Year report presented to the Board
Week of Mar 11	Functional Group budget meetings with Ad Hoc Committee— Budget Requests & Major Issues (\$29060)
Apr 10	Budget Special Meeting Budget Update & Board Direction
May 20	Completed Budget Book sent to Printer
May 31	Recommended Budget available to the public, 11 days prior to Budget Hearing (\$29080)
June 11	Budget Hearing and Board approval of Recommended Budget (\$29064; \$29065)
June 25	Personnel Allocation Resolution to Board for approval
By June 28	Department updates for year-end projection of fund balances
Aug - Sept	Books close for FY 2023-24 – FENIX open for necessary adjustments. These changes will generally be limited to adjustments to fund balance. (\$29083)
Sept 17	Adopted Budget Board Presentation & Direction
Sept 24	Adoption of FY 2024-25 Budget Resolution (\$29088, \$29090)