



PERSON COUNTY GOVERNMENT FISCAL YEAR 2024-25 BUDGET CALENDAR

Date	Task
Mon/Dec 4, 2023*	Board of County Commissioners (BOCC) adopts FY25 Budget Calendar
Wed/Dec 6, 2023	HR prepares and sends out Personnel Budget forms and current salary data to departments for confirmation
Fri/Jan 5, 2024	CIP requests due to Finance; Technology requests due to IT
Wed/Jan 10, 2024	Personnel Budget forms due to HR for review (via email)
Fri/Jan 26, 2024	Final health insurance costs verified
Fri/Feb 2, 2024	Finance distributes County Manager's budget memo and manual; Assistant County Manager distributes fee schedule requests
Fri/Feb 9, 2024	Departments complete submittal of budget requests into Munis; Fee schedule requests due to Assistant County Manager (via email); Fleet requests due to General Services
Tue/Feb 20, 2024*	BOCC Annual Retreat 9:00 am
Tues-Fri/Mar 5-8, 2024 Mon-Fri/Mar 11-15, 2024	Departmental budget presentations with County Manager
Mon/Apr 1, 2024*	FY25 Recommended CIP report presented to BOCC
Mon/Apr 15, 2024*	Adoption of FY25 CIP
Mon/ May 20, 2024*	County Manager presents FY25 Recommended Budget to BOCC
Mon/Jun 3, 2024*	BOCC holds public hearing on FY25 Recommended Budget
Tues-Fri/Jun 4-14, 2024	Potential BOCC budget work sessions (specific dates/times to be scheduled)
Mon/Jun 17, 2024*	Adoption of FY25 Annual Budget Ordinance
Mon/Jul 1, 2024	FY25 Adopted Budget available in accounting system
Fri/Aug 16, 2024	FY25 Adopted Budget document finalized and available online

* denotes a Board of Commissioners meeting date