

Budget Calendar
Fiscal Year 2025 - 2026

Personnel Requests Forms Sent to Elected Officials and Department Heads	12/18/24
Manager's Budget Letter to Elected Officials, Department Heads and Outside Agencies	12/18/24
Finance Issues Budget Packages Electronically to Elected Officials, Department Heads and Outside Agencies	12/18/24
Finance Offers Preliminary Budget Meetings to Answer Questions Regarding Completion of Budget Packages	January 2025
Personnel Requests Including New Positions and Upgrades Due to Human Resources	01/17/25
Human Resources Determines the Cost of Any Personnel Requests	January - February 2025
Packages Due Back to Finance	02/21/25
Commission Planning Retreat	March 2025
Finance Enters All Requests into the Budgeting Software and Clarifies Any Requests	2/21/25 - 2/28/25
Human Resources Prepares a Payroll Budget Based on Position Requests and Direction from the Board	02/28/25
Finance Makes the Initial Revenue Projections	2/28/25 - 3/7/25
Budget Committee Meets With All Elected Officials, Department Heads and Outside Agencies to Discuss Their Budgets	March - April 2025
Budget Committee Finalizes Budget Recommendations	04/25/25
Board of Commissioners Hold Work Sessions to Review the Proposed Budgets and Make Recommendations	May 2025
Public Hearing on the Budget	06/10/25