

2025

Budget Timeline

June 3d	Commissioners Office prepares and sends out current Department/Fund information; or makes sure that appropriate DH has MUNETRIX access
June/July	Departments work on CIP
July 31st	All CIP projects must be submitted/enetered into Munetrix Commissioners Office prepares Department/Fund level excel workbooks with built in assumptions regarding personnel; assumptions reviewed and approved by Budget Committee
July 15th	2024 Budget worksheets given to Department Heads
August 5th	CIP Approved by Board
August 13th	Administrator meetings/reviews with Department Heads
September	All changes/updates/edits completed by Dept Heads
September 27th	Budget worksheets turned into Commissioners office; Commissioners office compiles worksheets (enters into BS&A) and prepares draft GF budget for Budget Committee review
September 30th	
October 14th (week)	Budget Committee reviews draft budget Budget Committee sends back to any Departments for revisions or requests meetings w/Department Heads for futher discussion
October 21 - Nov 4	All final information entered into BS&A
November 8th	Final Draft Budget presented by Administrator & Budget Committee
November 12th	Notice out for Budget on Display
November 15th	
November 28th	Public Hearing on Budget
December 10th	Final 2024 Budget Approved