

## 2024 Budget Calendar Summary

<b>Calendar Date</b>	<b>Description of Event</b>
May 22 – 26 May 30 – June 2	Budget Kickoff Meetings – Multiple Locations and days – (Specific schedule TBD)
June 2	Projected Salaries and Fringes to Department Budget Folder except for the departments that complete their own
June 16	Capital Packages due to Purchasing, Facilities Management, and IT for pricing
June 16	New Position requests to Human Resources
July 7	Capital Packages returned to Departments from Purchasing, Facilities Management, and IT
July 7	New Position pricing returned to Departments
July 10	HHD Committee Budget Meeting
July 21	All Budgets Due - Operational, Capital, Department Page, Photos, Statistical information to update graphs, and Fee Schedule Revisions
August 1 – 4	Technical Review with Departments – (Specific schedule TBD)
August 15	Review of Department Pages by Communications and Media Relations Director
August 15	Department Grouping, ranking, and summary schedules done
August 16 – 17	1 <sup>st</sup> Stage Budget Review – County Executive and leadership with Finance
August 21 – 24	Scheduled Department budget meetings with the County Executive – mornings only
August 30 – 31	2 <sup>nd</sup> Stage Budget Review – County Executive and leadership with Finance
September 7	Preliminary Budget Approved by the County Executive
September 11 – 13	Finance reviews finalized budget with Departments and second chance requests may be considered by the County Executive
September 15	Final Budget Approved by the County Executive – no more changes to be made
September 27	Budget complete for printing and for the website
October 3	Budget presented to the County Board
October 9 – 10	Finance Committee meets with Departments to discuss the Budget
October 19	Public Hearing on the Budget
October 25	Finance Committee Budget deliberation
October 31	County Board passes Budget
November 6	County Board sets tax levy