



Budget Calendar

Fiscal Year 2024/2025

BOC approves Budget Calendar & appoints Budget Officer	January 16, 2024
Position Requests Due to HR	November 30, 2023
Fleet Requests Due to PW	January 19, 2024
Budget Packets distributed to Department Heads	January 19, 2024
All Budget Submittals Due, including:	March 1, 2024
- CIP Worksheets	
- HR Worksheets/Decision Package	
- Expenditure/Revenue Year End Projections	
- Results of Compensation Committee Analysis	
Department Meetings Completed	March 15, 2024
First Notice of Budget Committee Meeting (newspaper issue date) *	March 20, 2024
Second Notice of Budget Committee Meeting (newspaper issue date) **	April 10, 2024
Proposed Budget Document Done ***	April 12, 2024
Budget Document to Budget Committee	April 12, 2024
First Budget Committee Meeting (schedule subsequent meetings)	April 18, 2024
Publish Notice of Budget Hearing (newspaper issue date) ****	June 5, 2024
Budget Hearing (resolution to adopt budget & tax levies)	June 17, 2024
Submit tax levies and appropriation resolutions to County Assessor	July 15, 2024

* 1st notice not more than 30 days prior to meeting – 30 days is March 19. Columbia Gorge News deadline for Public Notices is Friday at 4 p.m. (Submit 3/15 for 3/20 print).

** 2nd notice not less than 5 days prior to meeting – 5 days is April 13 (Submit 4/5 for 4/10 print)

*** 24/25 Proposed Budget to include analysis of Levy Options

**** Notice of budget hearing not less than 5 or more than 30 days prior to meeting – 5 days is June 11 and 30 days is May 18 (Submit 5/31 for 6/5 Print)