

Budget Calendar 2023-2024

Month	Day	Assignment
January	7	Internal Service Charges entry by CEO Office
January	9/12	Munis Budget Entry Training for Departments
January	10	Budget Policies, Strategic Financial Plan, Calendar to Board
	12	Budget Kick off; Departments enter projected estimated actual revenues and expenses at current service levels, propose budget adjustments
	18	Review Payroll Projection for accuracy; submit new or reclassified position requests to CEO/HR for Preliminary Review
	24	Dr. Robert Eyler presentation to the Board
February	6	Department mid-year estimates and budget adjustments due. Departments enter Requested Budget in Tyler Munis. This will be based on approved staff and existing levels of service
	20	CEO Analysts will notify departments the status of new and reclassified position requests
	28	CEO Mid-Year Report with budget adjustments and Five-Year Revenue Forecast to Board
March	14	Capital Asset requests due to CEO Analysts. Department Recommended Budget requests due
April	10	Draft Budget narratives due
May	5	All narratives reviewed; Budget letter drafted; CEO schedules completed
	TBD	Schedule Budget hearing notices (Recommended and Special Districts) with Clerk of the Board. ACO Review and create state schedules commences
	26	Recommended Budget Book published
June	12	Budget hearing
	13	Budget hearing-Special Districts
	27	Budget adoption