

**FY25 BUDGET TIME TABLE**

DATE	TIME	TYPE	LOCATION	MEETING/AGENDA ITEMS
Monday, January 29, 2024	8:30AM	Office Meeting	Comm Rm	Discussion and Decision re: FY 25 Budget Timetable and Start-Up Parameters
Monday, February 5, 2024	8:30AM	Office Meeting	Comm Rm	Discussion and Decision re: FY 25 Budget Start-Up Parameters
Thursday, February 29, 2024	11:00AM	Department Meeting	Finance	Operations & Procurement Start-Up Budget
Thursday, February 29, 2024	2-5PM	MOVED TO 3-7-24	Comm Rm	Elected Officials Salary Compensation Committee
Thursday, February 29, 2024		Deadline	Finance	HR Sends Staffing Request Forms to Departments/HR Sends Position Listing to Finance
Friday, March 1, 2024		Deadline	Finance	Capital Planning Requests Spreadsheet due back to Finance
Monday, March 4, 2024	8:30AM	Office Meeting	Comm Rm	Discussion and Decision re: FY 25 Mission, Vision, Goals & Budgetary Goals Review of Capital Requests
Wednesday, March 6, 2024	1-3PM	Budget Meeting	Comm Rm	Distribute Capital Requests to Commission for review
Thursday, March 7, 2024	2-4PM	Budget Meeting	Comm Rm	Elected Officials Salary Compensation Committee (if required)
Monday, March 18, 2024		Deadline	Finance	Distribution of FY 25 Budget Timetable, Estimated Revenues and Expenses
Friday, March 22, 2024		Deadline	HR	Personnel Request Forms due to Human Resources
Monday, March 25, 2024		Deadline	Finance	HR Personnel Listing due to Finance
Monday, March 25, 2024		Deadline	Finance	Changes to estimated Revenues/Cash due to Finance
Wednesday, March 27, 2024	9AM-11AM	Budget Meeting	Comm Rm	Discussion and Decision re: Operations & Procurement Budget Request Discussion and Decision re: Wage Adjustment for Classified Staff Discussion and Decision re: Wage Adjustment for Elected Officials
Monday, April 1, 2024		Deadline	Finance	Finance distributes budget packets to Special Districts and Outside Agencies
Monday, April 15, 2024	8:30AM	Office Meeting	Comm Rm	Start-Up Budget Presentation
Monday, April 22, 2024	8:30AM	Office Meeting	Comm Rm	Discussion & Decision re: FY 25 Start-Up Budget
Tuesday, April 23, 2024		Deadline	Finance	Budget Packets (Flex Sheets) distributed to Offices and Departments
Tuesday, April 23, 2024	1-3PM	Budget Meeting	Comm Rm	Discussion re: FY 25 Budget and Budget Packages Capital Planning Collaborative Discussion
Monday, May 6, 2024	8:30AM	Office Meeting	Comm Rm	Budget Binders Presentation
Friday, May 17, 2024		Deadline	Finance	Outside Agencies Apps for Funding Due
Tuesday, May 21, 2024	1-4PM	Budget Meeting	Comm Rm	Department Presentations to Commission
Wednesday, May 22, 2024	1-4PM	Budget Meeting	Comm Rm	Department Presentations to Commission
Thursday, May 23, 2024	1-4PM	Budget Meeting	Comm Rm	Department Presentations to Commission
Thursday, May 23, 2024		Deadline	Finance	All requests are due to Finance by Friday, May 25, 2024. Please include Personnel Request Forms, Budget Request Forms, and Flex Sheet.
Friday, May 24, 2024		Deadline	Finance	Special District - Library Forms Due to Finance
Thursday, May 30, 2024		Deadline	Finance	RID Engineering estimates due to Finance
Thursday, May 30, 2024	9-10AM	Department Meeting	Finance	HR/Finance - Review Personnel requests
Tuesday, June 4, 2024	1-3PM	Budget Meeting	Rm 301	Presentation of Updated Budget Binders Discussion and Decision re: Insurance and Pay Schedule Adjustments
Wednesday, June 5, 2024	9AM-4PM	Budget Work Session	Off-site**	Commission Budget Work Session
Thursday, June 6, 2024	9AM-4PM	Budget Work Session	Off-site**	Commission Budget Work Session
Tuesday, June 11, 2024	10:00AM		Finance	HR/FINANCE to review Personnel budget
Tuesday, June 11, 2024	1-3PM	Budget Meeting	Comm Rm	Presentation - RID Maintenance Assessments Review budget worksession decisions with Commission
Tuesday, June 25, 2024	9:00AM	Public Meeting	Comm Rm	Presentation of FY 2025 Preliminary Budget, Department Spreadsheets, and Special Districts in Accordance with MCA §7-6-4020 Public Hearing and Decision on a Resolution Setting Elected Officials' Salaries
Tuesday, July 9, 2024	9:00AM	Public Meeting	Comm Rm	Public Hearing and Decision on a Resolution Adopting the Preliminary Budget, Department Spreadsheets, and Special Districts in Accordance with MCA §7-6-4020 Public Hearing and Decision on a Resolution to Levy & Assess RID Maintenance Costs and New Bonds
Tuesday, July 16, 2024	9:00AM	Public Meeting	Comm Rm	Public Hearing on the FY 25 Preliminary Budget
Friday, July 19, 2024		Deadline		Special Dist - Libraries Outstanding Warrant Lists Due to Finance (If they write their own warrants)
Tuesday, July 23, 2024	9:00AM	Public Meeting	Comm Rm	Public Hearing on the FY 25 Preliminary Budget
Monday, August 5, 2024		Deadline	Finance	Department of Revenue Assessed Valuations released
Tuesday August 6, 2024	2:00PM	Department Meeting	Finance	Finance and HR meet to review Position listing
Tuesday August 6, 2024		Deadline		Send Permissive Mill Notices
Tuesday, August 6, 2024	9:00AM	Public Meeting	Comm Rm	Public Hearing on the FY 25 Preliminary Budget
Thursday, August 8, 2024	1PM-4PM	Budget Work Session	Comm Rm	Final Budget Work Session
Friday, August 9, 2024		Deadline	Finance	Special District budgets/maximum mill levy information distributed
Tuesday, August 13, 2024	9:00AM	Public Meeting	Comm Rm	Public Hearing on Objections Filed with the Clerk and Recorder on the Levying of Assessments on all Rural Special Improvement Bonds and Maintenance Districts
Friday, August 16, 2024		Deadline		Send Treasurer all Calculated Mills
Thursday, August 22, 2023		Deadline		Send Treasurer all Remaining Mills
Thursday, August 22, 2024	1PM-4PM	Budget Work Session	Comm Rm	Final Budget Work Session (if required)
Friday, August 23, 2024	10:00AM		Finance	Finance and HR meet to review Position listing
Tuesday, August 27, 2024	9:00AM	Public Meeting	Comm Rm	Public Hearing and Decision on a Resolution Using up to an Additional \$_____ of the Permissive Medical Levy Taxes/Millage for FY 25 _____ Public Hearing and Decision on a Resolution to use \$_____ of the Permissive Sheriff's Retirement System (SRS) Mill Levy for FY 25 Public Hearing and Decision on a Resolution Adopting the FY 25 Final Operating and Capital Budget by Department Public Hearing and Decision on a Resolution Setting the FY 25 Mill Levies for County Operating, Rural, Bond, Fire Districts, and Special Districts Based on Approved Budgets

**\*\* Courtyard by Marriott - 2168 Boothill Court**