

2024 Calendar for 2025 Budget Preparation

updated 10/23/2024

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| Wednesday, May 1 | Schedule A Salary Worksheets e-mailed to designated recipients. |
| Friday, May 3 | 5 Year Capital Plan Worksheets e-mailed to designated recipients. |
| Wednesday, May 15 | Schedule A Salary Worksheet updates are due back to Debi Cook. |
| Friday, May 31 | Information Technology Service Requests Forms are due to Tess Teel. |
| Friday, June 14 | 5 Year Capital Plan Worksheets due back to Rebecca. |
| Thursday, June 20 | Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments. |
| Monday, July 8 | ER&R requests are due to Mary Peterson. |
| Monday, July 8 | Document Preservation requests are due to Shoona Riggs. |
| Friday, July 19 | Budget Packets due back to Eleanor Hill. |
| Tuesday, July 23 | ML - Mid-year Budget Review (& Finance Com Mtg) Public Hearing at 10:30. |
| Tuesday, September 3 | Preliminary Budget to the Board. |
| September 5 - 19 | The Administrator, CFO, Deputy CFO and the Budget Director meet with the each department. |
| Monday, October 7 | Administrator Recommended Budget to Work Session. |
| October 7 - 23 | The Board of Commissioners, Administrator, CFO, Deputy CFO and the Budget Director meet with each department. |
| Wednesday, October 9 | Port Angeles Chamber of Commerce Public Meeting: Red Lion Hotel - 11:30 - 1:00 |
| Tuesday, October 22 | Sequim Chamber of Commerce Meeting: Sunland Golf Course - 11:30 - 1:00 |
| Wednesday, October 23 | Budget Town Hall Public Meeting: BOCC Board Room - 5pm - 7pm |
| Friday, October 25 | Forks Chamber of Commerce Public Meeting: Blakeslee's Bar & Grill - 11:30 - 1:00 |
| Monday, November 18 | Draft Budget to Work Session. |
| Tuesday, November 26 | Clallam County Property Tax Levy Certification. (County property tax) |
| Monday, December 2 | Special Taxing Districts Levy Certification. (BOCC WS w/ Action Item) |
| Tuesday, December 3 | Public Hearings at 10:30 AM and 5:00 PM in the Board Room. Board adopts Final Budget by resolution. |
| Tuesday, December 10 | Possible extension of hearing for the Board to adopt the final budget by resolution. |