



# CONFIRE BUDGET CYCLE

## Fiscal Year 2022-23

### Budget FY 2023-24 Update December 2022

*An evolving process. Dates are subject to change.*

#### October

- 10/17/22** Year-End Estimates to be sent out
- 10/25/22** ADMIN COMMITTEE MEETING

#### November

- 11/10/22** Deadline to Receive Project Wishlist from Managers
- 11/16/22** Year-End Estimates to be sent out
- 11/22/22** ADMIN COMMITTEE MEETING

#### December

- 12/12/22** Send Budget Calendar
- 12/12/22** Send out Wishlist with link to smartsheets (Blessing)
- 12/13/22** ADMIN COMMITTEE MEETING Request planning meeting for Jan 24th
- 12/14/22** Year-End Estimates to be sent out
- 12/19/22** Project Wishlist due to Mangers
- TBD** Meet with Director/Asst Director to review wishlist items

#### January

- 01/09/23** Board of Directors Meeting
  - Audit and Fund Balances Review
  - Current and Mid-Year Budget Update and Revisions???
- 01/11/23** MIS Budget Sheets Due to CFO/Fiscal
  - Salary / Benefit Estimates with MOU Changes Due
- 01/18/23** Year-End Estimates to be sent out
- 01/24/23** ADMIN COMMITTEE MEETING
  - Call Volume Review
- lunch** - Planning Meeting with the Chiefs
- lunch** - Update Strategic Management Plan  
(make early planning meeting before regular meeting)

#### February

- 02/15/23** Year-End Estimates to be sent out
- 02/28/23** ADMIN COMMITTEE MEETING

#### March

- 03/14/23** Year-End Estimates to be sent out
- 03/22/23** Director's Message Due for Budget Book
- 03/28/23** ADMIN COMMITTEE MEETING
  - Preliminary Revenue Sheet Budget Review
- TBD** SAP Budget Module open for Department Input

#### April

- 04/17/23** Year-End Estimates to be sent out
- 04/25/23** ADMIN COMMITTEE MEETING
  - Budget Book Draft
- TBD** SAP Budget Module closed for Department Input
- TBD** BOARD OF DIRECTORS MEETING
  - Adoption of Budget Book

#### May

- 05/15/23** Year-End Estimates to be sent out
- 5/23/2023** ADMIN COMMITTEE MEETING

#### June

- 06/14/23** Year-End Estimates to be sent out
- 6/27/2023** ADMIN COMMITTEE MEETING

**Note:** The final adopted budget may be amended during the year for unforeseen revenue and expenditure changes. The Board of Directors can approve budget modifications at their mid-year meeting or in an adhoc meeting.