

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

DATE: January 2, 2024
FROM: Michelle DeLancey
TO: Department Heads and Township Board
RE: 2024/2025 BUDGET PROCESS

DATE	PROCEDURE
January 16	Township Board approves the Budget Process
February 2	Employee Evaluation with recommendation of step increases to Supervisor and Director of Accounting
February 12	Goals and Objectives to Supervisor and Director of Accounting
February 19 to March 1	Meet with Supervisor and Director of Accounting to review budget requests, Goals & Objectives, Employee Evaluations, and job descriptions
April 16	Strategic Planning, 10:00 am
April 17 to 26	Finalize budget requests with Supervisor and Director of Accounting
May 7	Draft Budget to the Board
May 21	Budget Work Session 1:30 pm
May 22 to 28	Supervisor and Director of Accounting make final budget revisions – Budget in Board packet
June 4	Budget Public Hearing, 2:00 pm
June 18	Final Budget to Board for adoption during Regular Board Meeting