

Lebanon Budget Calendar for FY 2024-25

	City Recorder's Office reviews Budget Committee terms and advertises accordingly
Dec 21	Finance to complete payroll projections through end of FY24
Dec 26 - Jan 19	Departments input year-end expenditure and department focused grants/donation projections
Jan 5	Revenue projections for FY25 complete
Jan 12	New personnel requests due to Finance
Jan 17	Five-year Capital Plan review with Department Directors
	Review personnel requests with Department Directors
Jan 22	Admin, IT/GIS, Custodial/Maintenance Services, Mechanic, PW Admin FY25 requested amounts entered with transfers
Jan 22 - Feb 9	Departments compile FY25 requested budget / Finance completes personnel projections
Feb 12 - 23	City Manager and Finance Director review budget requests
Feb 26 - Mar 1	Directors meet with Finance Director and City Manager
Feb 28 - Mar 27	Department Director's review pre-proposed budget
Mar 1	Directors submit graphics / data / text for department summaries in budget book
Mar 3	Publish notice of Budget Committee meeting (submit to DH by 2/27)
Mar 12	Draft FY25 Proposed Budget complete
Mar 20	FY25 Proposed Budget available for public review
Apr 3	First Proposed Budget Committee Meeting (public comment due Mar 29) Budget Committee: Deliver proposed budget / Deliver budget message / Elect chair / Set meeting calendar
May 1 - 10	Budget Committee: Department review / budget changes / five-year capital plan / five-year forecast for utility funds / review of internal service funds / public hearing (multiple meetings possible)
May 15	Approved budget compiled / LB-1 sent to DH for publication
June 7	Last day for public to submit testimony on proposed uses of State Revenue Sharing Funds to the City Manager
June 12	Regularly scheduled City Council meeting / Public hearing on approved uses of State Revenue Sharing / Resolution to accept Approved Budget and State Shared Revenue adopted by Council