



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 23-24 Budget Schedule Adoption**

Board Meeting Date: **January 9, 2023**

Prepared By: **Sonia Johnson, Finance Director**

Overview: As provided, see FY 23-24 Budget Schedule for your consideration.

Background Attachment(s): FY 23-24 Budget Schedule

Recommended Action: Motion to approve FY 23-24 Budget Schedule

Action: _____

BUDGET SCHEDULE – FISCAL YEAR 2023-24*



January 09, 2023	Adoption of Budget Calendar
January 17, 2023	Budget instructions distributed to Department Heads
February 08, 2023	FY 23-24 draft CIP, capital outlay requests and major program request changes (i.e., new personnel, large contracts, etc.) are due. Any increase that will cause the budget request to be greater than 5-10% of current year's initial budget must be submitted at this point.
February 15, 2023	Operating and year-end projection worksheets due to Finance
February 27, 2023	Finance presents first draft of budget to Town Manager
March 1-7, 2023	Town Manager, Finance Director and Department Heads review departmental requests. Departments-try to leave schedules open.
March 8-11, 2023	Budget Revisions & Team Lock Down to balance Budget
March 17, 2023	Budget Distribution, available for public inspection
March 20-23, 2023	Budget Workshop: Budget Overview
April 11-28, 2023	Additional Budget Workshops, if necessary
May 08, 2023	Set Public Hearing for June 12, 2023
June 12, 2023	Board holds Public Hearing
June 26, 2023	Board adopts Fiscal-Year 2023-2024 Budget
July 1, 2023	FY 23-24 Begins

****All dates are subject to change***