

**FY 2025-26
Annual Budget Process Calendar**

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| Tuesday, February 18, 2025 | County Clerk distributes Estimate of Needs forms and instructions to all officials and department heads. Be sure to use February YTD Budget Report for current year only. | |
| Friday, March 14, 2025 | County Officer's reports estimate of needs forms and support due to the County Clerk's Office. | O.S. 19 § 1411.B |
| Week of March 17, 2025 | County Clerk's Finance Division reviews submitted forms for completion and technical accuracy. | |
| Thursday, April 17, 2025 - 10:00 a.m. | Budget Board regular meeting. Presentation of preliminary General Fund estimates of revenue for new fiscal year. | |
| Tuesday, April 22, 2025 – 9:30 a.m. | Special Excise Board certifies preliminary General Fund estimates of revenue for FY 2024/25 | O.S. 19 § 1411 |
| Thursday, May 15, 2025 – 10:00 a.m. | Regular Scheduled Budget Board meeting Approval of the proposed budget by the Budget Board. | O.S. 19 § 1410 |
| Thursday, June 2, 2025 Not a Meeting | Publication of proposed budget summary gets posted on county website and sent to the paper to be published for Public Hearing. | O.S. 19 § 1412 |
| Thursday, June 11, 2025 – 10:00 a.m. | "Public Hearing" Special Budget Board meeting for Public Hearing and final Approval of the Annual Adopted budget for FY 2025/26 | O.S. 19 § 1412 |
| Tuesday, June 17, 2025 – 9:30 a.m. | Excise Board meets to approve the FY 2025/26 Annual Adopted Budget. | O.S. 19 § 1412 - 1414 |
| Thursday, June 18, 2025 – 10:00 a.m. | Regular Scheduled Budget Board meeting. Final budget transfers for FY 25/26. | |
| Monday, July 1, 2025 - 9:30 a.m. | Regular Scheduled Excise Board meeting to Organize and Elect a Chairman and Vice Chairman for the fiscal year. | O. S. 68 §3006(A) & 3014(A) |
| Monday, July 1, 2025 - 10:00 am. | Regular Scheduled Budget Board Meeting To approve any Inter-fund transfers from the General Fund Annual Adopted Budget and to approve Carry-overs for Special Revenue Funds. | |

Note: Dates and times of meetings are tentative until notice is posted.