

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

Monday, February 24, 2025	County Clerk distributes Estimate of Needs forms and instructions to all officials and department heads. Be sure to use the February YTD Budget Report for current year only.	
Tuesday, March 4, 2025	Board of County Commissioner Departments will present Estimate of Needs to the Policy & Governance Committee for review and approval.	
Friday, March 14, 2025	County Officers' Estimate of Needs forms and support due to the County Clerk's Office.	O.S. 19 § 1411.B
Monday, March 17, 2025 through Monday, April 7, 2025	County Clerk's Finance Division reviews submitted forms for completion and technical accuracy.	
Tuesday, April 8, 2025	County Clerk's Finance Division to provide copies of submitted Estimate of Needs to the Budget Evaluation Team.	
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 for approval of the proposed budget by the Budget Board.	O.S. 19 § 1410
Thursday, June 2, 2025	Publication of proposed budget summary posted on the County website and sent to the paper to publish notice of 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 2025-26.	
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.