

Budget Calendar



County Executive Office-Budget & Finance

Date	Activity
January 2023	
January 27	Position Request Form available to departments

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023	
February 27	Updated Authorized Allocation & Vacancies Report - Human Resources
February 27	Position Budgeting Reports available to departments
February 27	FY 2023-2024 Budget Module open to departments
February 28	Deadline to submit Position Request Forms to Human Resources

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023	
March 24	ITS Annual Software License Fees FY 2023-2024 available to departments
March 24	Loss Reserves & Overhead Charges available to departments

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

April 2023	
April 14	Holiday - Good Friday
April 24-28	Final deadline for submission of departmental budgets

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23	24	25	26	27	28	29
30						

May 2023	
May 01	CEO - Budget & Finance to begin budget review with departments
May 26	Deadline for Budget Tabulation
May 29	Holiday - Memorial Day
May 30	Dark Day

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21	22	23	24	25	26	27
28	29	30	31			

June 2023	
June 9	Proposed Budget Schedules - Auditor-Controller
June 12	Final Authorized Allocation & Vacancies Report - Human Resources

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11	12	13	14	15	16	17

June 27	FY 2023-2024 Proposed Budget Presentation
June 30	Deadline for submission of Encumbrance Forms / Tentative
June 30	Deadline for submission of Augmentation Request Forms

July 2023

July 4	Holiday - Independence Day
July 14	Cancellation of "A" and "B" Purchase Orders
July 28	Closing of FY 2022-2023 Books

August 2023

August 4	Analysis of Funding Availability for Final Budget
August 1 and 8	Dark Days
August 22	Budget Hearings
August 29	Dark Day

September 2023

September 4	Holiday - Labor Day
September 5	Dark Day
September 5	Updated Authorized Allocation & Vacancies Report - Human Resources
September 08	Adopted Budget Schedules - Auditor-Controller
September 19	FY 2023-2024 Adopted Budget Presentation

December 2023

December 1	Set County Tax Rate (Ref. Code 29100)
December 15	Completion of Gann Limit Calculations (Artivle XIII B)

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