

Budget Calendar



County Executive Office-Budget & Finance

Date	Activity
January 2024	
January 01	Holiday - New Year's Day
January 02	Dark Day
January 15	Holiday - Martin Luther King Jr.
January 16	Dark Day
January 29	All Budget Forms available to Departments
January 30	Dark Day
February 2024	
February 19	Holiday - Presidents' Day
February 20	Dark Day
February 28	FY 2024-2025 Budget Module open to Departments
March 2024	
March 15	Updated Authorized Allocation & Vacancies Report - Human Resources
March 22	Centralized Mail - GSA - Budget & Finance
March 22	Annual Software License Fees - ITs
March 22	Loss Reserves - Human Resources
March 22	Overhead Charges - Auditor - Controller
March 22	Mileage Rates - Fleet Services
March 29	Holiday - Good Friday
April 2024	
April 01	Holiday - Cesar Chavez Day
April 02	Dark Day
April 05	Position Budgeting Reports available to Departments
April 22 - 26	Deadline to submit Position Request Forms to Human Resources
April 22 - 26	Final deadline for submission of Departmental budgets
April 30	Dark Day
May 2024	
May 01	CEO - Budget & Finance to begin budget review with Departments
May 24	Deadline for Budget Tabulation
May 27	Holiday - Memorial Day
May 28	Dark Day
June 2024	
June 07	Proposed Budget Schedules - Auditor-Controller

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June 10	Final Authorized Allocation & Vacancies Report - Human Resources
June 25	FY 2024-2025 Proposed Budget Presentation
June 28	Deadline for submission of Encumbrance Forms
June 28	Deadline for Submission of Augmentation Request Forms

July 2024

July 04	Holiday - Independence Day
July 15 - 19	Cancellation of "A" and "B" Purchase Orders
July 30	Dark Day

August 2024

August 02	Analysis of Funding Availability for Final Budget
August 20	Budget Hearings
August 26	Closing of FY 2023-2024 Books

September 2024

September 02	Holiday - Labor Day
September 03	Dark Day
September 04	Updated Authorized Allocation & Vacancies Report - Human Resources
September 06	Adopted Budget Schedules - Auditor-Controller
September 17	FY 2024-2025 Adopted Budget Presentation

October 2024

October 03	Set County Tax Rate (Ref. Code 29100)
October 29	Dark Day

November 2024

November 01	Completion of GANN Limit Calculations (Article XIII B)
November 11	Holiday - Veterans's Day
November 12	Dark Day
November 19	Dark Day
November 27	Final Budget Submittal to State Controller (Ref. Code 29100.6)
November 28	Holiday - Thanksgiving Day
November 29	Holiday - Friday After Thanksgiving Day

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