

## 25-26 Budget Calendar

<b>February 7, 2025</b>	Set Calendar.
<b>Approximately 02/14</b>	Department Heads Needs Assessments due.
<b>Approximately 02/10 – 03/14</b>	Budget forms prepared with historical data pertaining to prior and current year expenditures; transmittal letter developed with budget guidelines and instructions; FMC POP Board.
<b>Approximately 3/17</b>	Budget forms and salaries distributed to departments; notice of publication and online for non-profit organizations requesting financial statements and completed applications.
<b>Approximately 04/01</b>	School Board raise/scenario requests due to Finance Office.
<b>Approximately 04/17</b>	Completed budget request forms due to Finance Office.
<b>May 1, 2024</b>	Non-profit deadline.
<b>Approximately 04/21 – 05/16</b>	Information received from departments is reviewed and compiled, initial revenue projections calculated, committee meetings held as necessary, and proposed budget document prepared.
<b>Approximately 05/23</b>	The proposed budget document is presented to Budget Committee.
<b>Approximately 05/27 – 06/05</b>	Budget hearings held by Budget Committee.
<b>Approximately 06/05</b>	Finalize budget with Budget Committee.
<b>Approximately 06/06</b>	Publish notice of public hearing and proposed budget at least 10 days prior to June special session of County Legislative Body including a budget appropriations resolution and a tax levy resolution (T.C.A. 5-21-111).
<b>Approximately 06/24</b>	Budget Committee holds public hearing.
<b>Approximately 06/26</b>	County Legislative Body adopts the following resolutions: non-profit, budget, and tax-levy resolution.