School of Government
Recommended Practice
Draft: 02/17/2025

POLK COUNTY
Budget Calendar

February 17, 2025	Board discusses/approves Budget Calendar	Monday-regular meeting
March 7, 2025	County Departments Receive Budget Open System Notice	Friday - Online
March 7- March 31,2025	All Departments & Agencies Prepare Budget Request	3 wks. to prepare- due Monday
March 15, 2025	Fire Departments & Rescue Squad Submit Budgets to the County & FRAC. Outside Agencies Submit Budget Requests-Estimate if Necessary	Saturday
March 31, 2025	County Departments Submit Budgets to Finance Department	Monday
March 31 - April 11, 2025	Finance Inputs Budget Requests	2 wks. to prepare- due Friday
April 11, 2025	All Budget Agency Final Requests are Due	Friday
April 14 April 25, 2025	Manager Reviews Requests & Meets with Department Mgrs.	2 weeks- Monday-Friday
April 28 - May 9, 2025	Prepare Budget Presentation	2 weeks- Monday-Friday
May 12, 2025	Manager Presents Balanced Budget to Board of Commissioners (Special Meeting - 9:00am)	Monday 9:00am
May 12, 2025	Publish statement that the budget has been submitted & Advertise Public Hearing for Budget Ordinance for 6/2/25	Monday
May 19, 2025	Board of Commissioner Budget Work Session - 1:00pm (Regular meeting to follow)	Monday
May 20, 2025	Board of Commissioner Budget Work Session - 3:00pm	Tuesday
June 2, 2025	Board of Commissioner Budget Work Session - 5:00pm Budget Public Hearing to Follow - Special Meeting to Follow	Monday
June 16, 2025	Board of Commissioners Adopt Tax Levy and Ordinance (Regular Meeting)	Monday
June 18, 2025	Ordinance Available on County Website	Wednesday