School of Government
Recommended Practice
Draft: 02/16/2026

POLK COUNTY
Budget Calendar

February 16, 2026	Board discusses/approves Budget Calendar	Monday-regular meeting
March 6, 2026	County Departments Receive Budget Open System Notice	Friday - Online
March 6- March 30,2026	All Departments & Agencies Prepare Budget Request	3 wks. to prepare- due Monday
March 30, 2026	County Departments Submit Budgets to Finance Department	Monday
April 6, 2026	Fire Departments & Rescue Squad Submit Budgets to the County & FRAC. Outside Agencies Submit Budget Requests-Estimate if Necessary	Monday due to Holiday
March 30 - April 10, 2026	Finance Inputs Budget Requests	2 wks. to prepare- due Friday
April 10, 2026	All Budget Agency Final Requests are Due	Friday
April 13 April 24, 2026	Manager Reviews Requests & Meets with Department Mgrs.	2 weeks- Monday-Friday
April 27 - May 8, 2026	Prepare Budget Presentation	2 weeks- Monday-Friday
May 11, 2026	Manager Presents Balanced Budget to Board of Commissioners (Special Meeting - 9:00am)	Monday 9:00am
May 11, 2026	Publish statement that the budget has been submitted & Advertise Public Hearing for Budget Ordinance for 6/1/26	Monday
May 18, 2026	Board of Commissioner Budget Work Session - 1:00pm (Regular meeting to follow)	Monday
May 19, 2026	Board of Commissioner Budget Work Session - 3:00pm	Tuesday
June 1, 2026	Board of Commissioner Budget Work Session - 5:00pm Budget Public Hearing to Follow - Special Meeting to Follow	Monday
June 15, 2026	Board of Commissioners Adopt Tax Levy and Ordinance (Regular Meeting)	Monday
June 17, 2026	Ordinance Available on County Website	Wednesday

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