

**Gordon County Board of Commissioners
Budget Calendar for Fiscal Year 2024-2025**

Date	Course of Action	Steps Performed by
February 5-8, 2024	Payroll budget information updated for distribution to department heads/elected officials	Human Resources to prepare initial projections of payroll accounts for department head/elected official distribution.
February 9, 2024	Budget information is distributed to department heads, elected officials & outside agencies.	Director of Finance
February 9 - March 1, 2024	Department Heads & Elected Officials enter their budgets & outside agencies submit theirs.	Departments Heads, Elected Officials & outside agencies.
March 4 - 29, 2024	Finance review budgets entered for accuracy and completeness.	Finance Department
April 1 - 10, 2024	Management meet & review department proposals.	County Administrator, Director of Finance & applicable department head/elected official.
April 11 - May 6, 2024	County Administrator & Director of Finance compile budget information.	County Administrator, Director of Finance
May 7, 2024	Budget work session.	County Administrator, Director of Finance & Board of Commissioners
May 1, 8 and 15, 2024	Legal notice that the recommended budget is available for review and the time and date of the budget public hearing.	Legal organ - County Clerk
May 21, 2024	Recommended budget submitted to the Board of Commissioners.	County Administrator, Director of Finance & Board of Commissioners
May 21, 2024	Copy of recommended budget posted to Gordon County website.	Director of Finance
June 4, 2024	Budget public hearing.	Board of Commissioners
June 18, 2024	Adoption of budget	Board of Commissioners
June 19 - 30, 2024	Print final adopted budget & distribute to Board of Commisioners, Library and upload to the County's website, as well as CVIOG.	Finance Department