

# Budget Calendar



County Executive Office-Budget & Finance

Date	Activity
<b>January 2024</b>	
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
<b>February 2024</b>	
February 19	Holiday - Presidents' Day
February 20	Dark Day
February 28	FY 2024-2025 Budget Module open to Departments
<b>March 2024</b>	
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
<b>April 2024</b>	
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
<b>May 2024</b>	
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

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**June 2024**

June 07	Proposed Budget Schedules - Auditor-Controller
June 10	Final Authorized Allocation & Vacancies Report - Human Resources
June 18	FY 2024-2025 Proposed Budget Presentation
June 19	Holiday - Juneteenth
June 25	Dark Day
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 (Tentative dates)
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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