



**SISKIYOU COUNTY**  
Fiscal Year 2023/2024 Budget Calendar  
(Per GC Sec. 29000 et seq.)

<b>Date</b>	<b>Action</b>
1 <sup>st</sup> thru 3 <sup>rd</sup> Week of January	FY 22/23 Mid-Year Budget Review process.
February 21 <sup>th</sup>	County Administrator (CAO) will present to the Board of Supervisors the outcome of the FY 22/23 Mid-Year Budget Review, FY 23/24 Budget Plan and FY 23/24 Budget Calendar.
March 13 <sup>th</sup>	Budget materials will be distributed to Departments.
March 17 <sup>th</sup>	Final personnel change requests must be submitted to the Personnel Manager and County Budget Team.
April 14 <sup>th</sup>	Department budget packets are due via email to the County Budget Team and one hard copy to the Auditor-Controller Office. The Budget packet will include a copy of the completed Banner budget report, June 30 <sup>th</sup> year-to-date estimates by line item, and FY 23/24 departmental requests.
April 14 <sup>th</sup> – May 22 <sup>nd</sup>	The County Budget Team will review detailed budget submittal for completeness and document compliance. The County Budget Team will hold hearings if necessary and recommend changes in estimates before the tabulation is submitted to the Board. Any differences between the recommendations and the estimates submitted with which the Department Head does not concur, shall be clearly indicated in the written recommendations and/or comments.
May 24 <sup>th</sup>	The Board shall publish a notice once in a newspaper of general circulation throughout the County stating that (a) the proposed budget documents are available to members of the general public (b) the Board will meet for the purpose of conducting a public hearing on the proposed budget preparatory to making a final determination thereon, and (c) any member of the general public may appear at the hearing and be heard regarding any item on the budget or for the inclusion of additional items.
June 5 <sup>th</sup>	Deadline for all County Department purchases. No purchases will be allowed after June 5 <sup>th</sup> , unless an exception is approved by the County Budget Team.
June 6 <sup>th</sup>	The CAO will provide FY 23/24 Recommended Budget Packets to the Board in preparation for a June 20, 2023 FY 23/24 Recommended Budget Hearing.

Date	Action
June 20 <sup>th</sup>	The Board of Supervisors will conduct the FY 23/24 Recommended Budget Hearings and by formal action, shall approve the recommended budget with the revisions, additions and/or changes in conformity with its judgment and conclusions as to a proper program for the budget period July 1, 2023 through June 30, 2024. The Board may make additions and changes to the recommended budget as it desires up to the time of adoption of the final budget in September.

June 20 <sup>th</sup> – September 19 <sup>th</sup>	NO FY 23/24 BUDGET CHANGES WILL BE ALLOWED.
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August 4 <sup>th</sup>	Deadline for all County Department accrual submittals.
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August 7 <sup>th</sup>	Pertaining to Adopted Budget, all budget and personnel changes submitted to the County Budget Team.
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September 19 <sup>th</sup>	<p>The Board of Supervisors shall conduct the FY 23/24 Adopted Budget Hearings and shall approve the adopted budget with the revisions, additions and/or changes in conformity with its judgment and conclusions as to proper program for the budget period July 1, 2023 through June 30, 2024. The Board of Supervisors shall meet at a time and place designated in the published notice, at which meeting any member of the general public may appear and be heard regarding any item in the proposed budget. Any official whose budget has been or is proposed to be revised, reduced and/or increased, or who desires to change his or her estimates, shall be given the opportunity to be heard. All proposals for the increase or the inclusion of additional items shall be submitted in writing to the Clerk of the Board before the close of the public hearing.</p> <p>After conclusion of the hearing and not later than October 2<sup>nd</sup> of each year and after making revisions of, deductions from, or increases or additions to the proposed budget which the Board of Supervisors deems advisable during or after the public hearing, the Board shall, by resolution, adopt the budget as finally determined.</p>
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**Note: Whenever the state budget is enacted after July 1, the Board may, by resolution, extend the date specified above for a period not to exceed 60 days from the enactment of the state budget or October 2, whichever is later**

December 1 <sup>st</sup>	A copy of the completed budget as finally determined and adopted shall be filed by the Auditor in the Office of the Clerk of the Board and the Office of the State Controller not later than December 1 <sup>st</sup> of each year.
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1 <sup>st</sup> thru 3 <sup>rd</sup> Week of January	FY 23/24 Mid-Year Budget Review process.
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