The Annual Budget Process

1. Prepare Proposed Budget
2. Publish Notice of Meeting
   - 5-30 Days
   - Two notices required if published in newspaper
3. Budget Committee Meets
4. Approve Proposed Budget & Tax Levy
5. Publish Notice & Summary
6. Hold Budget Hearing
7. Determine Tax Levy
8. Adopt Budget, Make Appropriations
   - by June 30
9. Submit Levy, Appropriation Resolution
   - by July 15
10. Additional Budget Committee Meetings
    1.
    2.
    3.

11. Notify Elections Officer
12. Hold Election*
13. Declare Elections Results
14. Determine Tax Levy
15. Adopt Budget, Make Appropriations
16. Publish Notice & Summary
17. Hold Budget Hearing
18. Approve Proposed Budget & Tax Levy
19. Publish Notice of Meeting
20. Budget Committee Meets
21. Prepare Proposed Budget

* Elections may be held earlier
** See the Secretary of State Elections Manual, or contact the county clerk for actual dates of filing.