

**CALENDAR OF OFFICIAL ACTION
FOR THE 2025 BUDGET**

| <u>DATE</u> | <u>ACTION</u> |
|------------------------------|---|
| 06-03-24 | Memos to Department Directors to set meeting dates for the Proposed Budget Requests. |
| 06-03-24 | Mail Budget Request Memos to Departments and Agencies and compile revenue and expense data. |
| 07-08-24 Thru 07-26-24 | Conduct Department Budget Meetings and formulate Proposed 2025 Parish Budget Requests. |
| 07-15-24 | District and Agency Proposed Budgets due. |
| 08-01-24 | Begin inputting Proposed 2025 Consolidated Operating and Capital Budget data into the computer system. |
| 08-28-24 | Present Preliminary Budget Draft to Parish President. |
| 09-13-24 | Fax Notice of Availability of Proposed 2025 Budget for Public Inspection, Ordinance and Budget Summary to Paper. (Publish Thursday, 9-19-24) |
| 09-13-24 4 P.M. | Budget Ordinance to Council Secretary for introduction, 9-23-24. Provide a PDF copy of the proposed budget to Council for review. Official budget books to come at a later date once printed. |
| 09-19-24 | Publish Notice of Availability of Proposed 2025 Budget for Public Inspection, Ordinance and Budget Summary. (Required Time Lapse – 10 days from Published Notice of 9-19-24 to the first Public Hearing.) Make copy of advertisement. (First Public Hearing has to be after 9/29/2024) |

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|---------------|--|
| 10-02-24 | Proposed Parish Budget books to Council Secretary for Council. Send Budget to East and West Regional Library Branches and place in Council Chamber. Make copies of Budget Message for the Press and Council. |
| 10-24-24 | President formally presents the 2025 Proposed Parish Budget to Council. Send Proposed Budget to Directors and Outside Agencies. |
| *10-29-24 | 9 A.M. – Tuesday |
| *10-31-24 | 1 P.M. – Thursday |
| *11-04-24 | 6 P.M. – Monday |
| | Suggested Public Hearings on ordinance to appropriate funds for the 2025 Parish Budget. (Pursuant to the Home Rule Charter) |
| 11-14-24 | Draft Roads & Bridges and Waterworks Capital Budgets. |
| 11-27-24 | Mail any amended budgets to Departments and/or Agencies affected. Note that the Council has until December 01, 2024 to adopt the 2025 Budget. |
| 11-11-24 | Mail Public Notice of 11-04-24 to Official Journal. |
| 11-18-24 | Introduce Ordinance to adopt the Roads & Bridges and Waterworks Capital Budgets. |
| 12-06-24 | Publish Notice of Availability of Enacted Budget including Certification of Budget Completion. Make copy of advertisement. |
| 12-02-24 | Adoption of the Roads & Bridges and Waterworks Capital Budgets. |
| *NOTE: | The Parish Council shall schedule the actual dates for the Budget Public Hearings. The first Hearing has to be scheduled after September 29, 2024. |