

**Cowlitz County**  
**2024–2025 Biennial Budget Preparation calendar**

*This schedule may be modified from time-to-time.*

July 14	<ul style="list-style-type: none"> <li>○ OFM distributes budget materials to departments: <ul style="list-style-type: none"> <li>● Opens budget boss with actuals through June 2023</li> <li>● Revised estimates of labor &amp; benefits are updated in database</li> <li>● Revised schedules for IT, Motor Pool, Insurance, etc. included</li> </ul> </li> </ul>	
June 21, 2023	County Auditor Calls for Budget	
<b>July 13, 2023</b>	Budget Guidelines and Forms available from Admin Services	
<b>Friday, August 11th</b>	<ul style="list-style-type: none"> <li>○ Requests for New Expenditure/Revenue lines – ongoing</li> <li>○ Requests for Personnel adjustments</li> <li>○ Requests for vehicles in Motor Pool vehicles &amp; equipment</li> <li>○ Requests for technology</li> <li>○ Mental Health funding request</li> <li>○ Departments complete data entry in budget database</li> </ul>	<b>BUDGET REQUESTS Due to OFM @ 5:00</b>
	Admin Services will review submissions; departments may make technical corrections before Preliminary Budget is presented	
<b>Tuesday, Sept 5 @ 9:30 a.m.</b> RCW 36.40.050	Expenditure & revenue estimates presented to Commissioners	
September 18, 19, 26, 27	Public Workshop: Department Requests with BoCC & Admin Services	1:30p.m., except Sept 18 <sup>th</sup> @10 a.m.
October 4	Public Workshop: IT Requests	1:30 p.m.
October 10 <b>Revised</b>	Public Workshop: Personnel requests	1:30 p.m.
October 18	Public Workshop: Equipment revolving reserve, 5 year capital Plan and 6 year Road Plan	1:30 p.m.
October 24 ( <b>Revised</b> )	Public Workshop: Mental Health Tax – county personnel costs discussion	1.30 p.m.
October 30 ( <b>Revised</b> )	Public Workshop: Road Levies & General Fund Levy Discussion	10:00 a.m.
October 31 ( <b>Revised</b> )	Public Workshop: Overall summarized Budget with anticipated revenue and expenses for final authorization of all requests included in budget.	1:30 p.m.
<b>November 17</b>	Departments submit revised fee schedules for 2024	<b>Due @ 12 p.m.</b>
<b>November 21</b>	Public Workshop: Fees & Revenues	<b>1:30 P.M.</b>
November 28	BOCC certifies Road Fund and General Fund Levies, Special Taxing District budgets & levy information certified by BoCC, and Certified to Assessor’s Office	<b>BOCC 9:30a.m.</b>  OFM to submit
<b>December 5</b>  (Continued as needed December 12, 19, 26)	Public Hearing - Documents presented to BoCC: <ul style="list-style-type: none"> <li>● Taxing District Budgets</li> <li>● Six-Year Road Program</li> <li>● Five-Year County Capital Program</li> <li>● Resolution Setting Fees - various Departments, Water &amp; Sewer</li> <li>● Proposed amended Mid-Biennial Budget for 2023</li> </ul>	<b>BOCC 10:00 a.m.</b>

