

Staff Report

TO: Board of Directors

FROM: Sandra Dulap, Finance Director
Cory Cyr, Budget Analyst

DATE: February 14, 2024

SUBJECT: FY2025 Budget Calendar (Consent)

FINANCE

RECOMMENDATION:

Receive and file the FY2025 Budget Calendar.

BACKGROUND:

Each year the District prepares a budget calendar to organize preparation of the upcoming year's budget. Publication of the annual budget calendar facilitates advanced planning and scheduling coordination between District Staff and the Board.

Report Summary:

This year's FY2025 Budget season kickoff begins in June 2024. Departments will be provided instructions at the Budget kick-off meeting and will each submit to the General Manager an operating and capital budget proposal.

The General Manager's budget proposal will be presented to the Board at three meetings: Workshop GM Recommended CIP Budget, scheduled for September 11, 2024; Workshop GM recommended Operating Budget, scheduled for October 9, 2024; and the Final Board adoption of the FY2024 Budget scheduled for November 13, 2024.

BUDGETARY IMPACT: None.

Attachments: (1)

- FY2025 Budget Calendar



**Nevada Irrigation District
Budget Calendar
FY2025**

Date	Activity
June 11th, Tuesday	Meeting: Budget Kick-off Meeting (Staff Only)
June 28th, Friday	Due: Department CIP & Capital Outlay Requests (Staff Only)
July 12th, Friday	Due: Departmental Operating Budgets (Staff Only)
July 23rd, Tuesday	Meeting: CIP & Capital Outlay Request Review (Staff Only)
August 5th - 8th	Staff Meetings: Departmental Meetings with GM to review Operating Budget Requests
August 26th, Monday	Due: Draft Operating and Capital Budget presented to GM (Staff Only)
September 11th, Wednesday	Board Meeting - Workshop: Review GM Recommended CIP Budget
October 9th, Wednesday	Board Meeting - Workshop: Review GM Recommended Operating Budget
November 13th, Wednesday	Board Meeting: Board Approval of Final FY2025 Budget

*Dates may be subject to change as necessary