

MUSKOGEE COUNTY 2025 BUDGET PROCESS DATES

EON delivered to County Clerk from all departments	May 30, 2025
1 st Budget Meeting (Presentation of EON from Departments to BOC & BOE)	June 2, 2025
County Clerk & County Treasurer provide financial documents to Bill Turner	July 1, 2025
Preliminary revenue estimates from Bill Turner to BOCC	July 14, 2025
BOCC provide budget approval numbers to Bill Turner	July 28, 2025
Final proposed budget from Bill Turner (based on final ad valorem numbers approved by state by July 31)	August 4, 2025
2 nd Budget Meeting (presentation and discussion of finalized proposed budget)	August 11, 2025
3 rd Budget Meeting (tentative, if needed – should there be discrepancies from August 11 th meeting)	August 18, 2025
All final budgets (approved & signed by entities' boards) delivered to County Clerk	September 12, 2025
Final Budget Meeting (officials sign county budget; BOC & BOE to sign all budgets)	September 15, 2025
Budgets delivered to State Auditor & Inspector	September 16, 2025
15-Day protest period	September 17, 2025- October 1, 2025
Tax roll delivered by County Assessor to County Treasurer	October 1, 2025 @ 5:00 p.m.

9th day of Dec 2024
 Chairman _____
 Member _____
 Member _____
 Attest _____
 County Clerk



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MUSKOGEE COUNTY FY2025 BUDGET PROCESS

Engagement letter with Bill Turner on BOCC agenda for approval	May 18, 2024 @ 9:00 a.m.
FY25 Estimate of Needs due to County Clerk for all departments	June 4, 2024
County Clerk & County Treasurer determine 1 st half of budget based on FY24 budget and emailed to BOCC & BOE for review	June 5, 2024
First Budget Special Meeting for presentation of Estimate of Needs from all departments and discussion; BOCC & BOE approval of first half of FY25 budget on special meeting agenda	June 11, 2024 @ 10:00 a.m.
Final FY24 close of month and appropriations by County Treasurer provided to County Clerk; balancing of ledgers by County Clerk to County Treasurer; FY24 financial documents from County Clerk & County Treasurer to Bill Turner; FY24 reserve balances forward entered by County Clerk & County Treasurer	June 28, 2024
Deadline for Bill Turner to provide revenue numbers to BOCC, County Clerk & County Treasurer	August 13, 2024
Deadline for BOCC discussions with officials and/or department representatives	August 20, 2024
Second Budget Special Meeting for BOCC & BOE for review and finalization, together with interested departments, of final budget	August 28, 2024 @ 10:00 a.m.
Deadline for Bill Turner to have final budget to County Clerk	August 30, 2024
All Budgets delivered to County Clerk	September 11, 2024
Final Budget Meeting for BOCC & BOE to approve all budgets, execute and obtain county official signatures	September 12, 2024 @ 10:00 a.m.
Budgets delivered to State Auditor & Inspector	September 13, 2024



17th day of Oct 2023
Chairman Tennelle W. Pay
Member [Signature]
Member [Signature]
Attest [Signature]
County Clerk