

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 [Signature]
 Member [Signature]
 Member [Signature]
 Attest [Signature]
 County Clerk