

**TEHAMA COUNTY FY 2025-26 TENTATIVE BUDGET TIMELINE**

	<b>DEADLINE</b>	<b>FY 2025-26 BUDGET TIMELINE (Subject to change)</b>	<b>ASSIGNED</b>	<b>GC Section</b>
<b>RECOMMENDED BUDGET</b>	2/25/2025	Prepare Budget Calendar and submit to Auditor in preparation for various meetings	CA	
	3/4/2025	Insurance Premium Allocation Rates are due to Auditor's Office	Risk Management	
	3/5/2025	Create a Legistar Item for the Budget Instructions for BOS meeting 3/18/2025	CA	
	3/21/2025	Auditor Transmit instructions, insurance allocation and forms to Departments	Auditor-Controller	
	3/25/2025	BOS - Approval of FY 25-26 Budget Calendar and Policies	CA	
	3/25/2025	Annual Strategic Plan review	CA	
	3/25/2025	Take Home Vehicle Policy, Capital Improvement Plan, & Development Impact Fees presented to BOS (Review/Revise and Approval) - Board Retreat	CA	
	3/27/2025	Thursday, 10am informational budget policy review meeting with Department Heads and Fiscal Staff	CA , Auditor-Controller	
	4/18/2025	Department deadline to enter request in ClearGov	CA , Departments	GC 29040
	4/22/2025 to 4/25/2025	CA , Auditor-Controller, and fiscal staff meet with County Dept review budget submittals	CA , Auditor-Controller, Depts	GC 29060, 29061
	5/30/2025	CA DRAFTS Recommended Budget available to Supervisors	CA , BOS	
	<b>05/14/25 to 5/16/25</b>	<b>Departments present their budget request to the Full Board - Special Meeting</b>	Departments	
	6/2/2025	BOS - Email FY 25-26 Recommended Budget Update	CA, BOS	
	6/10/2025	Tuesday, 9:15am., Administration Presents Recommended Budget to the full board review and recommendation	CA, BOS	
	6/11/2025	Prepare agenda item in Legistar for Recommended Budget Meeting on 6/25/2025	CA	
	6/16/2025	Adjustments to Recommended Budget based on Board Recommendation	CA	
	6/20/2025	BOS - Email FY 25-26 Recommended Budget Narrative and supporting documents to full Board	CA, BOS	
6/24/2025	Tuesday, 9:15am., BOS conducts Recommended Budget Meeting, CA presentation for Approval	CA		
6/24/2025	PAL - Resolution amending PAL resolution for FY 25-26	CA, Personnel		
<b>ADOPTED BUDGET</b>	7/7/2025	Department deadline to submit Revised and/or Supplemental Budget Request - ClearGov	CA , Departments	
	7/15/2025 to 7/18/2025	CA , Auditor-Controller, and fiscal staff meet with County Dept making revised and/or new supplemental request	CA , Auditor-Controller, Depts	
	7/21/2025 to 7/25/2025	CA , Staff Prepare Adopted Budget report and recommendations.	CA	
	7/25/2025	BOS - Email Full board with Adopted Budget Update Requesting response on suggested budget cuts	CA, BOS	
	8/5/2025	Presentation of the Adopted Budget and ask direction from the Board	CA, BOS	
	9/23/2025	BOS Meeting - Adopt by resolution the Adopted Budget, as submitted by Auditor	Auditor-Controller, BOS	GC 29088
<b>Adopted Budget must be approved before 10/1/2025 by state law</b>				
<b>MID-YEAR BUDGET</b>	First Week in Jan	Auditor sends December ledgers to Departments	Auditor-Controller	
	1/16/2026	Deadline for department submissions to Administration	CA, Departments	
	1/28/2026 to 1/30/2026	Administration meets with Departments to review requests	CA, Departments	
	2/11/2026	Legistar Mid-Year agenda deadline - meeting date 2/25/2025	CA	
	2/24/2026	Mid-Year Budget report to the Board of Supervisors	CA	