

LEELANAU COUNTY BOARD OF COMMISSIONERS
 FY 2025 - Suggested/Proposed Budget Preparation Schedule

2024 Target Dates	Action	
July 9	Budget forms, instructions, and guidelines distributed to departments (fillable PDF sent by email)	done
July 31	Department 2025 budget submission to Finance Director 5:00 p.m. deadline	
TBD	Budget request review; Administrator, Finance Director, Treasurer & Clerk	
TBD	Completion of compiled budget proposal; Administrator, Finance Director, Treasurer & Clerk	
September 10	Executive Board meeting to include recommended millage rates for L-4029 (Senior Services, Early Childhood & Road Commission)	C
September 17	Compiled budget proposal presented to Board of Commissioners by Administrator & Finance Director with brief overview. Approval of L-4029 to set winter millages rates	C
Remainder of September and October	Board of Commissioner Budget Work Sessions; dates to be determined by Commissioners (meetings between 9/17/24 - 10/24/24)	C
October 1	Executive Board to include recommendation of L-4402 Apportionment Report	C
October 8	Annual Meeting. Approval of L-4402 Apportionment Report	C
November 1	Proposed Budget (after Budget Work Session recommended adjustments) sent to the Board of Commissioners for review prior to the November 12, 2024 Executive Board	
November 12	Proposed 2025 Budget to Executive Board Recommendation to adopt	C
November 19	Public Hearing at 7:15 p.m. (recess Regular meeting) Budget approved. Appropriations Act approved.	C

C = Commissioner attendance

Contingent on 2025 Proposed Budget, Notice of Public Hearing (required by MCL 141.412) to the Enterprise Noon on October 25, 2024 for publication on October 31, 2024 with proposed budget available for the public to review (insert link) and hard copy available in Administration beginning Monday, Nov. 4, 2024