**Budget Timeline**

**3/17/2025** - UPTD will appoint a Budget Officer and electors to the Budget Committee. The Budget Committee consists of the governing body of the local government and an equal number of electors appointed by the governing body.

**3/20/2025** - Budget instructions shall be reviewed with the Management Team and issued to departments by March 20. These instructions will include base funding amounts and target allowances.

**3/20/2025-3/31/2025** -

Internal Budget meetings shall be scheduled to review and request any information regarding new projects/programs. Changes shall be submitted to the Finance Manager by April 1.

**4/1/2025-4/15/2025** –

Internal Budget meetings shall be scheduled during the period to review and request any further adjustments and finalize the Proposed budget. Changes shall be submitted to the Management by April 16.

**4/15/2025** - Notices go out to the Budget Committee members (via email) and the Notice is sent to the News Review to be posted for Legal Notices and Public Meeting Notice and it will be published on April 19, which is 30 days prior to the May UPTD Board meeting, during which, the Budget Hearing will be held. Post on the UPTD website for a Public Meeting. Posting on our website eliminates the need to publish twice.

**4/19/2025 - Check to ensure** Public Notice for the Budget Hearing is posted to Legal Notices at the News Review. Ask for a copy of the print to be provided.

**4/22/2025 - Check to ensure Public Notice is posted for Budget Committee Meetings. Snip a copy that shows the date on the page and save for reference.**

**4/23/2025** - 5:30 PM First Budget Committee Meeting

**4/30/2025 -** 5:30 PM Second Budget Committee Meeting (If Needed)

**5/7/2025**  - 5:30 PM Third Budget Committee Meeting (If Needed)

**5/14/2025** - 5:30 PM Fourth Budget Committee Meeting (If Needed)

**5/14/2025 -** The Budget Committee will review and provide direction regarding the proposed budgets

 and work plans by May 19th

**5/19/2025** - The Board of Directors shall take action adopting the budget for the upcoming calendar year by the 3rd Monday of May. BUDGET HEARING TAKES PLACE ON THE AGENDA FOR THE MAY MEETING. **Budget Adoption follows Budget Hearing**.

**5/23/2025** - News release on the adopted budget shall be provided to the District newspaper, by the Management, for publication in the next issue following adoption.