



## Finance Office

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April 26, 2024

Board of County Commissioners  
Cass County North Dakota  
211 9<sup>th</sup> St S  
Fargo ND 58103

RE: 2025 Budget Calendar

Dear Commissioners:

It is almost time to start working on the 2025 County Budget.

The attached timeline starts Mid-May and finishes up in October, our Home Rule Charter requires us to approve our budget on or before October 1<sup>st</sup>.

The dates set aside for you to review department and outside agency budgets will be the 24<sup>th</sup> through the 26<sup>th</sup> of July.

As always, we look forward to assisting departments and the County Commission throughout the budget process.

Sincerely,

A handwritten signature in black ink that reads "B Madrigga".

Brandy Madrigga  
Cass County Finance Director

**SUGGESTED MOTION:** Move to approve the budget calendar presented by the Cass County Finance Department for preparing and approving the 2025 Cass County Budget.

## Budget Calendar

<b>May 15, 2024</b>	The budgets will be opened for Departments to begin entering their budgets.
<b>June 30, 2024</b>	Budget requests and work plans from each department are due in the Finance Office. Departments should review their budgets and work plans with their portfolio commissioner prior to submitting them to the Finance Office.
<b>June 30, 2024</b>	Memo to the commission and related schedules explaining any major changes from last year's budget are due from Department Heads.
<b>July 24-26, 2024</b>	The County Commission will review the budgets with department heads and outside agencies.
<b>August 5, 2024</b>	The Commission approves the preliminary budget. The Commission must also set the time and place for the budget hearing which must be held between September 7 <sup>th</sup> and October 7 <sup>th</sup> .
<b>August 10, 2024</b>	Preliminary budgets must be filed with the Finance Office by all local governments.
<b>August 31, 2024</b>	County must mail Estimated Tax Statements.
<b>Sept. 7, 2024</b>	Earliest date local governments may hold their budget hearing.
<b>Sept. 16, 2024</b>	Cass County's Formal Hearing on the budget.
<b>October 1, 2024</b>	The Commission must approve the tax levy to support the budget no later than October 1, 2023 (per home rule charter).
<b>October 10, 2024</b>	The Final date for local governments to amend their budget and tax levy and submit to the finance office.

## 2024

MAY-24						
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JUN-24						
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JUL-24						
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SEP-24						
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OCT-24						
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