

**FY2024-25  
Budget Calendar  
MAC Recreation District**

November 2023							DATES	DESCRIPTION
Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4	Thursday, November 23, 2023	Thanksgiving Day and Friday after - MAC closed
5	6	7	8	9	10	11	Friday, November 24, 2023	
12	13	14	15	16	17	18		
19	20	21	22	23	24	25	Wednesday, November 29, 2023	BOD interview applicants for the vacant budget committee position BOD appoint a new budget committee member to position # 7 BOD consider adoption of the final 2024-2014 MACRD Master Plan
26	27	28	29	30				
December 2023								
Su	Mo	Tu	We	Th	Fr	Sa		
					1	2	Friday, December 15, 2023	Analysis of Jul-Nov/Dec 2023 budget to actuals and review if any budget adj are needed for current FY (year end projections)
3	4	5	6	7	8	9	Tuesday, December 26, 2023	Christmas Day Holiday observed - MAC Closed
10	11	12	13	14	15	16		
17	18	19	20	21	22	23	Wednesday, December 27, 2023	Board of Directors receive a report from consultants on facility maintenance, future capital needs, and sustainable funding options. BOD discuss next steps and decide path forward for financial sustainability
24	25	26	27	28	29	30		
31								
January 2024								
Su	Mo	Tu	We	Th	Fr	Sa		
	1	2	3	4	5	6	Tuesday, January 2, 2024	New Year's Day Holiday observed - MAC Closed
7	8	9	10	11	12	13	Friday, January 12, 2024	Draft revenue/expenditure assumptions due to Executive Director
14	15	16	17	18	19	20		
21	22	23	24	25	26	27	Wednesday, January 24, 2024	BOD review mid-year budget analysis and consider adopting adjustments (if needed) BOD review final financial sustainability plans and provide official direction to staff
28	29	30	31					
February 2024								
Su	Mo	Tu	We	Th	Fr	Sa		
				1	2	3	Thursday, February 1, 2024	Management team review compiled assumptions and discuss FY24-25 projects
4	5	6	7	8	9	10	Friday, February 16, 2024	ED review budget assumptions/finalize projects included in the proposed budget
11	12	13	14	15	16	17		
18	19	20	21	22	23	24	Wednesday, February 28, 2023	BOD review high-level budget assumptions for FY2024-25 If applicable, BOD review and approve language for the May 2024 ballot
25	26	27	28	29				
March 2024								
Su	Mo	Tu	We	Th	Fr	Sa		
					1	2	Friday, March 1, 2024	Review narratives with management team. Revisions due back by March 15
3	4	5	6	7	8	9	Friday, March 15, 2024	All draft narratives due to the executive director
10	11	12	13	14	15	16		
17	18	19	20	21	22	23	Friday, March 22, 2024	Review fund narratives with management team. Revisions due back by April 5
24	25	26	27	28	29	30	Wednesday, March 27, 2024	BOD review & consider approving policy updates that impact the proposed budget
31								
April 2024								
Su	Mo	Tu	We	Th	Fr	Sa		
	1	2	3	4	5	6	Friday, April 5, 2024	ED finalizes budget worksheets and all narratives for draft document
7	8	9	10	11	12	13	Friday, April 12, 2024	ED completes budget message for draft document
14	15	16	17	18	19	20		
21	22	23	24	25	26	27	Wednesday, April 24, 2024	BOD review and consider approving budget-related policies/procedures
28	29	30					Tuesday, April 30, 2024	Proposed Budget printed
May 2024								
Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4	Thursday, May 2, 2024	6:00pm Budget Committee Orientation: Provide proposed budget documents/review role
5	6	7	8	9	10	11	Friday, May 10, 2024	Finalize documents requested by the budget committee during orientation
12	13	14	15	16	17	18		
19	20	21	22	23	24	25	Tuesday, May 21, 2024	Election Day
26	27	28	29	30	31		Wednesday, May 22, 2024	6:00pm Budget Committee meeting: public hearing and consider budget approval
June 2024								
Su	Mo	Tu	We	Th	Fr	Sa		
						1	Tuesday, May 28, 2024	Memorial Day Holiday observed - MAC closed
2	3	4	5	6	7	8	Wednesday, May 29, 2024	6:00pm Hold for 2nd Budget Committee meeting & public hearing (if needed)
9	10	11	12	13	14	15		
16	17	18	19	20	21	22	Wednesday, June 12, 2024	BOD special meeting: Board hold public hearing BOD adopt FY2024-25 Budget and levies district property taxes
23	24	25	26	27	28	29		
30							By Friday, June 21, 2024	Submission of tax certification form (LB-50), resolutions and budget document to the Jefferson County assessor
							Wednesday, June 26, 2024	Regular June board work session and business meeting

NOTE:  
 Red colored days denote MACRD holidays  
 Brown colored days are staff deadlines  
 Blue colored days denote BOD/BC actions  
 Highlighted days are 509J school breaks