

Poudre River Public Library District

2023 Annual Budget Timeline and Instructions

Due Date	Task	Who is Involved	Completed
Mon 8/31/22	Budget managers complete the 2023 Draft Payroll Budget	Amy, Mark, Katie, Ken, Irene OTL Manager, Tova, Currie	
Mon 8/31/22	Programming Team completes the 2023 Programming Budget	Programming Team & Amy	
Mon 8/31/22	Budget managers complete their individual Business Unit budgets	Amy, Mark, Katie, Ken, Irene OTL Manager, Tova, Currie	
Fri 9/16/22	Diane and Ken approve preliminary budget	Diane, Ken & Amy	
9/19, 9/20 or 9/22?	Board reviews preliminary budget at work session	BOT, Diane, Ken & Amy	
Mon 10/3/22	All budget changes must be made by this date	Budget Managers & Amy	
Mon 10/10/22	First reading of the budget at the Board meeting	BOT, Diane, Ken & Amy	
Mon 11/14/22	Second reading and vote of the budget at the Board meeting	BOT, Diane, Ken & Amy	
Mon 12/12/22	Final reading, if necessary, and final Board approval required	BOT, Diane, Ken & Amy	