



**DUPAGE  
COUNTY**

## FINANCE

630-407-6100

[www.dupageco.org/finance](http://www.dupageco.org/finance)

**Budget Request Submission Deadline is  
No later than Friday, July 5, 2024**

TO: Elected Officials, Department Heads and Budget Staff

FROM: Jeff Martynowicz  
Chief Financial Officer

DATE: May 14, 2024

SUBJECT: FY2025 Operating Budget Preparations/Instructions

It is my pleasure to kick off the Fiscal Year 2025 DuPage County Annual Budget process. DuPage County has long been recognized as a leader throughout Illinois and the nation for its ability to provide outstanding services to its residents at a reasonable cost. This year, the Government Finance Officers Association again presented DuPage County with its Distinguished Budget Award for the FY2024 budget. Obtaining this achievement can only be accomplished with teamwork and a dedication to achieve the County's goals and objectives outlined in the budget document. I look forward to working with every department this year as we seek a balanced budget that provides funding for needed services and initiatives to meet strategic goals and objectives.

Thus far in Fiscal Year 2024, Sales Tax, Income Tax and related revenues are holding steady, and continue to meet budgetary projections. However, it is unlikely revenues will exceed budgeted amounts to the extent seen in FY2022 and FY2023. Over the last three fiscal years, operating accounts (personnel, commodities, contractual) have been collectively under budget within the General Fund departments. One trend we continue to see as an opportunity for improvement is the development of reasonable budget projections. Departments and Elected Officials should use past years' performance and current year-to-date activity at the line-item level as they develop FY2024 projected and FY2025 budget submissions. Departments should take into consideration the current job market and recruitment difficulties when developing a staffing plan.

Once budget submissions have been received, meetings may be scheduled with County Board Department Directors and Elected Officials to discuss budget submissions. Meeting dates will be coordinated at a later date.

At this time, all departments should be trained on our new software OpenGov. OpenGov allows for greater detail and we recommend using the software's full capabilities for future referencing of budgeted amounts.

Finally, we are providing general instructions for departmental FY2025 revenue and expenditure budget development with this email. It includes the following attachments:

- 1) FY2025 Budget Development Instructions,
- 2) FY2025 Budget Calendar,
- 3) FY2025 Budget Documentation Checklist, and
- 4) County Financial and Budget Policies.

These attachments are also available on the Finance Department's intranet site under <http://inside.dupageco.org/Finance/Pages/Budget-Preparation.aspx>.

Additional instructions or requests for information may be required later because of questions or actions by the County Chair, County Board, or various committees.