

Budget Calendar for FY 2019-2020

January, 2019		
January, 2019	True-Up Grants for Board Approval/Public Hearing	Budget Office
February, 2019		
FY 2020 Budget Kickoff		
February 11, 2019	Distribution of FY 2020 Grant (Nonprofit) applications	Budget Office
February 15, 2019	Distribution of Budget Preparation information to departments and agencies	Budget Office
February 15, 2019	Budget system opens for data entry by Divisions/users.	MIS
March, 2019		
March 11, 2019	Deadline for submission of FY 2020 Grant (Nonprofit) applications	Various Agencies
March 22, 2019	Deadline for submission of Personnel Requisition Forms	All Departments
March 22, 2019	Deadline for all County Divisional budget requests.	All Departments
March -April, 2019	Preliminary Budget meetings with County Manager.	All Departments, Budget
April, 2019		
April 8, 2019	Completion of all departmental information	Budget
TBD	"Follow Up Meetings" with departments and agencies on "Recommended Budget" (if needed or requested)	All Departments, Budget
April 23, 2019	Deadline for any changes to Fee Schedule to be Board approved	Departments
May, 2019		
May 1, 2019	Deadline for submission of Constitutional Officers Budget (F.S. 129.03[2])	Sheriff Clerk of Courts Supervisor of Elections
May 3, 2019	Complete Preliminary Revenue Projections	All Departments, Budget
TBD	"Follow Up Meetings" with departments and agencies on "Recommended Budget" (if needed or requested)	County Manager, Budget, All Departments
May 7, 2019	Presentations by Non-Profit Applicants to the Finance & Audit Committee	Various Agencies, County Manager, BCC, Budget
May 24, 2019	Complete Year-end and Mid-year budget review	County Manager, Budget
June, 2019		
June 1, 2019	Property Appraiser provides estimate of assessed property values for the current year for budget planning purposes (F.S. 200.065[8])	Property Appraiser
June 1, 2019	Deadline for submission of Sheriff's Budget (F.S. 129.03[2])	Sheriff
June 1, 2019	Submission of Drug Court budget request to BCC (F.S. 29.008[2][b][2])	Chief Judge
June 1, 2019	Submission of Property Appraiser's budget request - to Florida Department of Revenue (D.O.R.) - to BCC (F.S. 195.087[1][a])	Property Appraiser
June 4, 2019	Submission of MSBU expenditure budgets	Engineering, Attorney
June 4, 2019	Presentations by Non-Profit Applicants to the Finance & Audit Committee (if needed)	Various Agencies, County Manager, BCC, Budget
TBD	"Follow Up Meetings" with departments and agencies on "Recommended Budget" (if needed or requested)	County Manager, Budget, All Departments
June 7, 2019	Finalize "Recommended Budget" and "Recommended CIP"	County Manager, Budget
July, 2019		
July 1, 2019	Certification of Taxable Property Values (Form DR-420) (F.S. 193.023[1] and 200.065[11])	Property Appraiser
July 9, 2019	Submission of Recommended Budget to the Board of County Commissioners (F.S. 129.03[3])	County Manager
July 12, 2019	Submission of budget amendments to Property Appraiser's budget from Florida Department of Revenue (D.O.R.) - to Property Appraiser - to BCC (F.S. 195.087[1][a])	Department of Revenue
July 23, 2019	Board sets Maximum Millage Rates for 2019 and sets a date, time and place for the first public hearing (F.S. 200.065[2]4[b])	BCC, County Manager, Budget
July 26, 2019	Notification to Property Appraiser of prior year millage rate, current year proposed millage rate, roll back rate, date, time and place of First Public Hearing (Form DR-420) (F.S. 200.065[2]4[b]) - for development of TRIM notices	Budget Office

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August, 2019		
August 1, 2019	Submission of Tax Collector's Budget request - to Florida Dept of Revenue (D.O.R.) - to BCC (F.S. 195.087[2])	Tax Collector
August 2, 2019	Complete Final Revenue Projections	Budget Office
August 9, 2019	Deadline for submission of final FY 2019 Budget Carry Forwards to the FY 2020 Budget from departments and agencies	All Departments, Budget
August 9, 2019	Deadline for submission from all departments and agencies of FY 2020 Capital Project Forms to the Budget Office	All Departments, Budget
<i>August 13, 2019</i>	Property Appraiser's budget - BCC comment period ends - final budget amendments from D.O.R. (F.S. 195.087[1][a])	BCC, Property Appraiser, Department of Revenue
<i>8/16/2019 (est.)</i>	TRIM notices mailed to all property owners (TRIM) (F.S. 200.065[2][b])	Property Appraiser
August 20, 2019	Final update of any CIP projects projections and carry forward	
September, 2019		
September 6, 2019	Research and update budget for any adjustments to the Property Appraiser's salary	Property Appraiser, Budget
September 10, 2019	First Public Hearing to adopt proposed millage and FY 2020 budget. (F.S. 200.065[2][c])	BCC, County Manager, Budget Office
September 10, 2019	Deadline to adopt the annual MSBU rate and assessment certification for FY 2020 (F.S. 197.3632)	BCC, County Attorney
September 19, 2019	Advertisement of Budget Public Hearing Notice and Budget Summary in newspaper.(F.S. 129.03[3][b] and 200.065[2][d] and [3][1])	Budget Office
September 24, 2019	Second and Final Public Hearing to adopt proposed millage and FY 2020 budget (F.S. 200.065[2][d])	BCC, County Manager, Budget Office
September 27, 2019	Distribute Adopted Resolutions from 2nd Public Hearing to Adopt FY 2020 millage rates and budgets (Property Appraiser and Tax Collector via TRIM System (F.S. 200.065[4])).	County Manager, Budget
Typically after Value Adjustment Board	Submit Certification of Final Taxable Value (Form DR-422) via TRIM System (F.S. 200.065[5])	Property Appraiser
September 27, 2019	Complete and submit Certificate of Final Taxable Value (Form DR-422), Maximum Millage Levy Calculation (Form DR-420MM) and Certification of Compliance (Form DR-487) via TRIM System (F.S. 200.065[5])	County Manager, Budget
October, 2019		
October 1, 2019	FY 2019-2020 Begins	
October 24, 2019	Deadline to submit TRIM Compliance Package to D.O.R. (F.S. 200.065 and 200.069)	County Manager, Budget
December, 2019		
December 20, 2019	Deadline to Submit application for GFOA Distinguished Budget Presentation Award.	Budget Office