

# TENTATIVE Budget Calendar for FY 2018

<b>January, 2017</b>		
January, 2017	True-Up Grants	Budget Office
<b>February, 2017</b>		
<b>FY 2018 Budget Kickoff</b>		
February 3, 2017	Distribution of FY 2018 Grant (Nonprofit) applications	Budget Office
February 17, 2017	Distribution of Budget Preparation information to departments and agencies	Budget Office
February 20, 2017	Budget system opens for data entry by Divisions/users.	MIS
February 24, 2017	Training Classes for Budget input and preparation	Budget/MIS
<b>March, 2017</b>		
March 3, 2017	Deadline for receipt of FY 2018 Grant (Nonprofit) applications	Various Agencies
March 17, 2017	Deadline for submission of Personnel Requisition Forms to Human Resources (HR)	All Departments
March 24, 2017	Deadline for all County Divisional budget requests.	All Departments
<b>April, 2017</b>		
April 7, 2017	Completion of all departmental information	Budget
April 17-21, 2017	Budget meetings with County Manager.	All Departments, Budget
April 25, 2017	Deadline for any changes to Fee Schedule to be Board approved	Departments
<b>May, 2017</b>		
May 1, 2017	Deadline for submission of Constitutional Officers Budget (F.S. 129.03[2])	Sheriff Clerk of Courts Supervisor of Elections
May 2, 2017	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 16, 2017	Presentations by Non-Profit Applicants to the Finance & Audit Committee	Various Agencies, County Manager, BCC, Budget
May 26, 2017	Complete Year-end and Mid-year budget review	County Manager, Budget
<b>June, 2017</b>		
June 1, 2017	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, 2017	Submission of Drug Court budget request to BCC (F.S. 29.008[2][b][2])	Chief Judge
June 1, 2017	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 1, 2017	Submission of MSBU expenditure budgets (latest date)	Engineering, Attorney
June 6, 2017	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 9, 2017	Finalize "Recommended Budget" and "Recommended CIP"	County Manager, Budget
<b>July, 2017</b>		
July 1, 2017	Certification of Taxable Property Values (Form DR-420) (F.S. 193.023[1] and 200.065[11])	Property Appraiser
July 11, 2017	Submission of Recommended Budget to the Board of County Commissioners (F.S. 129.03[3])	County Manager
July 14, 2017	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 25, 2017	Board sets Maximum Millage Rates for 2017 and sets a date, time and place for the first public hearing (F.S. 200.065[2]4[b])	BCC, County Manager, Budget
<b>August, 2017</b>		
August 1, 2017	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 4, 2017	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 4, 2017	Deadline for submission of final FY 2017 Budget Carry Forwards to the FY 2018 Budget from departments and agencies	All Departments, Budget
August 4, 2017	Deadline for submission from all departments and agencies of FY 2018 Capital Project Forms to the Budget Office	All Departments, Budget
August 7, 2017	Complete Final Revenue Projections	Budget Office
August 15, 2017	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
8/18/2017 (est.)	TRIM notices mailed to all property owners (TRIM) (F.S. 200.065[2][b])	Property Appraiser
August 23, 2017	Final update of any CIP projects projections and carry forward	
<b>September, 2017</b>		
September 8, 2017	Research and update budget for any adjustments to the Property Appraiser's salary	Property Appraiser, Budget
September 12, 2017	First Public Hearing to adopt proposed millage and FY 2017 budget. (F.S. 200.065[2][c])	BCC, County Manager, Budget Office
September 12, 2017	Deadline to adopt the annual MSBU rate and assessment certification for FY 2018 (F.S. 197.3632)	BCC, County Attorney
September 21, 2017	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 26, 2017	Second and Final Public Hearing to adopt proposed millage and FY 2018 budget (F.S. 200.065[2][d])	BCC, County Manager, Budget Office
September 29, 2017	Distribute Adopted Resolutions from 2nd Public Hearing to Adopt FY 2018 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 29, 2017	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
<b>October, 2017</b>		
October 1, 2017	FY 2018 Begins	
October 26, 2017	Deadline to submit TRIM Compliance Package to D.O.R. (F.S. 200.065 and 200.069)	County Manager, Budget
<b>December, 2017</b>		
December 25, 2017	Deadline to Submit application for GFOA Distinguished Budget Presentation Award.	Budget Office