

BUDGET PREPARATION CALENDAR FY 2008

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
<u>2006</u>		
October 1- December 1	Update CIE/Tax Requirements and calculate adjusted budget	OFMB Department/Divisions
<u>2007</u>		
January 10	Budget Advisory Committee Meeting	Public BAC Members County Administration OFMB
January 12	SWA Disposal Fee budget estimates due	OFMB Solid Waste Authority
February 1	Distribution of Budget Instruction Manuals to departments & agencies showing the operating & capital budgets.	OFMB
February 1	Budget Advisory Committee meeting	Public BAC Members County Administration OFMB
February 1 - March 16	Development of departmental estimates for current year and budget requests for subsequent year (revenues and operating expenditures)	Departments/Divisions
February 1 - March 16	Development of Non-Departmental revenue estimates for current year and projections for subsequent year	OFMB
February 20 - February 23	Line item budget data input training sessions	OFMB Department/Divisions
March 1	Budget Advisory Committee meeting	Public BAC Members County Administration OFMB
March 2 - March 16	Submission of Departmental operating budget requests (including on-line input by Departments): - Department Group 1 - due March 2 - Department Group 2 - due March 9 - Department Group 3 - due March 16	Departments/Divisions

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March 2 - March 16	Forwarding of specific requests to proper Departments for technical review: - data processing requests to ISS - facility improvement requests to Facility Mgmt. - communication and electronic system requests to the Communications Division (Airports excepted) - new vehicle requests to Fleet Management Division	OFMB
March 2 - April 20	Review and analysis of program summaries and performance measurements, budget requests (including supplemental requests) and recommendation of funding levels	OFMB
April 2	Submission of Capital Project Proposals for six year period FY 2007 through FY 2012	Departments/Divisions
April 9 - April 27	Calculation of tax requirements & gross budget and completion of overall budget review	OFMB
April 12	Budget Advisory Committee meeting	Public BAC Members County Administration OFMB
May 1	Submission of Constitutional Officers' budget requests	Sheriff Clerk of Courts Supervisor of Elections
May 3 - May 4	Meetings with Management Team to discuss and finalize budget strategies	County Administrator Management Team
June 1	Estimate of assessed property value provided to the Board (F.S. 200.065 (7))	Property Appraiser
June 1	Submission of Property Appraiser's budget request: - to State Department of Revenue - to BCC. (F.S. 195.087 (1)(a))	Property Appraiser
June 11	BOARD WORKSHOP - Discussion of budget strategies	BCC/Public County Administrator Departments/Divisions

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June 14	Budget Advisory Committee meeting	Public BAC Members County Administration OFMB
June 26	BOARD WORKSHOP - Discussion of budget strategies	BCC County Administrator Departments/Divisions
June 29	Certification of taxable property values to Board (F.S. 193.023 (1); 200.065 (11))	Property Appraiser
July 11	BOARD WORKSHOP - Recommended Tentative budget and tentative millage, including the Proposed Six Year Capital Improvements Program	BCC/Public County Administrator Management Team Departments/Divisions Constitutional Officers
July 12 - August 17	Summarize Board directions during Workshops for a public hearing on the tentative budget and proposed millage rate (First Public Hearing)	OFMB
July 24	BOARD MEETING - Setting of Tentative Millage for Certification to Property Appraiser	BCC OFMB
July 24	Board Meeting - Approve request of Tax Collector to order tax roll to be extended prior to completion of Value Adjustment Board hearings	OFMB
July 26	Tentative budget amendments to Property Appraiser's budget from Department of Revenue: -to Property Appraiser -to BCC (F.S. 195.087 (1)(a))	Dept. of Revenue
July 27	Notification to Property Appraiser of proposed millage rate, rolled back rate, and date, time and place of First Public Hearing (form DR-420) (F.S. 200.065 (2)(b))	OFMB
August 1	Submission of Tax Collector's budget request: - to State Department of Revenue - to BCC (F.S. 195.087 (2))	Tax Collector
August 1	Submission of Department program narratives	Departments/Divisions

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August 1	Property Appraiser's budget: - BCC comment period ends - Final budget amendments from Department of Revenue (F.S. 195.087 (1)(a))	BCC OFMB Property Appraiser Dept. of Revenue
August 15	Board Meeting - Approve request of Tax Collector to order tax roll to be extended prior to completion of Value Adjustment Board hearings	OFMB
August 18	Mailing of Notices of Proposed Property Taxes and First Public Hearing Date (i.e. ATRIM@ Notice) (F.S. 200.065 (2)(b))	Property Appraiser
September 6 (6:00 p.m.)	FIRST PUBLIC HEARING - Adopt proposed millage and amended tentative budget. (F.S. 200.065 (2)(c))	BCC/Public County Administrator OFMB
September 12	Submission to newspaper of advertisements of Second Public Hearing and Budget Summary Statement	OFMB
September 15	Publication of newspaper advertisements of Second Public Hearing, Notice of Proposed Budget Hearing, and Budget Summary Statement (F.S. 129.03 (3)(b); 200.065 (2)(d) and (3)(l))	OFMB
September 20 (6:00 p.m.)	SECOND PUBLIC HEARING - Adopt final millage and budget (F.S. 200.065 (2)(d))	BCC/Public County Administrator OFMB
September 24	Submission of approved millage levy resolution and budget to Property Appraiser, Tax Collector, and Department of Revenue (F.S. 200.065)	OFMB
September 28	Certification of Compliance submitted to Department of Revenue (F.S. 200.068 DR-487)	OFMB
October 1	Beginning of new fiscal year	
October 1 - November 15	Update and print adopted Budget Documents	OFMB
October 2	Certification of Compliance submitted to Department of Revenue (F.S. 200.068 DR-487)	OFMB

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<u>Date</u>	<u>Activity</u>	<u>Participants</u>
December 15	Submission of Budget Documents to GFOA Awards Program	OFMB
December 15	Completion of Value Adjustment Board Hearings	VAB
December 28	Certification of final taxable values (form DR-422) (F.S. 200.065 (5))	Property Appraiser
<u>2008</u>		
January 5	Return Certification of final taxable values (form DR-422) to the Property Appraiser	OFMB
January 10	Forward proof of publication and full page ad from VAB hearings to DOR	OFMB