

**HERNANDO COUNTY GOVERNMENT
BUDGET CALENDAR
FISCAL YEAR 2013**

December 27	Agenda submittal deadline for Jan 10 meeting.
January 4	Budget calendar reviewed by Leadership Team.
January 6	Send Commissioners letter requesting budget scenarios.
January 10	Budget calendar reviewed and approved by Board of County Commissioners.
January 17	Commissioners to submit budget scenarios and Focus Group to begin analysis.
January 24	Agenda submittal deadline for Feb. 7 workshop.
February 1	Send information requests to internal service depts. for budgeted expenses (ex. Fuel, ins. rates, etc.)
February 7	Budget Workshop with Board of County Commissioners at 9:00 AM in Chambers
February 15	Internal service departments to return expense estimates.
February 21	Budget Kick-Off meeting in Board Chambers at 10:00 A.M. Personnel budgets loaded into Finance Plus via Personnel Budgeting Module. Budget Module access turned on for departments. CIPAce entry updates to balance with budget.
Feb. 21 - April 13	OMB to meet with departments to assist with requested budgets as needed and review all revenue budgets.
March 1	Send out requests for cost allocation stats to central service depts.
March 12	General Fund budgets due.
March 19-30	OMB and Focus Group to schedule General Fund dept. meetings as needed.
March 20	Agenda submittal deadline for April 3 workshop.
April 3	Budget Workshop with Board of County Commissioners at 9:00 AM in Chambers
April 9	Deadline for remaining departments (non-General Fund) to complete budget entries and CIPAce updates.
April 16-30	OMB and Focus Group to schedule all other dept. meetings as needed.
April 30	Cost allocation stats due from central service depts.

May 21	Agenda submittal deadline for June 5 workshop.
June 1	Deadline for Constitutional Officers budgets to be submitted to OMB per FS 129.03. Good faith estimates due from Property Appraiser's Office.
June 5	Budget Workshop with Board of County Commissioners at 9:00 AM in Chambers
July 2	Property Appraiser provides certification form DR-420 designating the taxable value within the jurisdiction of Hernando County.
July 3	Agenda submittal deadline for July 17 workshop.
July 10	Agenda submittal deadline for July 24 meeting.
July 16	Proposed Budget due to Board of County Commissioners per FS 129.03.
July 17	Budget Workshop with Board of County Commissioners at 9:00 AM in Chambers.
July 18 - Aug 13	OMB to meet with departments to update budgets for carry forwards, grant projects, and OPEB adjustments.
July 24	Agenda submittal deadline for Aug. 7 workshop.
July 24	Board of County Commissioners to advise the Property Appraiser of: <ul style="list-style-type: none"> 1. The proposed millage rate. 2. Current year rolled-back rate. 3. The date, time and place of the first public hearing.
July 27	Proposed Budget posted to the County's website.
August 3	OMB Statutory deadline to provide DR420 certification to Property Appraiser of Board proposed millage rate for FY 2013.
August 7	Budget Workshop with Board of County Commissioners at 9:00 AM in Chambers
August 13	Carry forwards due (grants, balance forward, capital projects).
August 17	The Property Appraiser to mail Notice of Proposed Taxes to citizens of Hernando County (TRIM Notices).
August 20	Grant budgets due.
August 28	Budget update to Board of County Commissioners regarding budget changes due to project and grant carry forwards.
September 4	PO Preliminary Rollover list reviewed with depts.
September 11	The Board of County Commissioners shall hold the 1 st public hearing on the tentative budget and proposed millage rate in Board Chambers at 5:01 PM.

1. At the hearing, the Board of County Commissioners will amend and adopt the tentative millage rate and budget, and publicly announce the percent that the proposed millage exceeds the rolled-back rate.
2. If the tentatively adopted millage rate exceeds the originally proposed millage rate, each taxpayer must be notified of the increase by first class mail.

September 14	PO Carry forwards to OMB.
September 14	Deadline for departments to submit personnel allocation changes to Human Resources. OMB is not responsible for processing payroll change forms.
September 18	Submit public hearing advertisement to the press.
September 21	Within 15 days of the 1 st public hearing adopting the tentative millage rate and budget, the Board of County Commissioners shall advertise its intent to adopt a final millage and a final budget.
September 25	<p>The Board of County Commissioners shall hold the 2nd public hearing to adopt a final millage rate and budget in Board Chambers at 5:01 PM. (Hearing shall be held no sooner than two (2) days and no later than five (5) days after the advertisement is published.)</p> <ol style="list-style-type: none"> 1. The first substantive issue discussed shall be the percentage increase in the millage over the rolled-back rate. 2. The millage rate and the budget must be adopted by separate votes, with the millage adopted first. 3. The millage rate adopted cannot exceed the millage rate tentatively adopted.
September 28	Within three (3) days following the final hearing, the Resolution or Ordinance approved at the final hearing shall be forwarded to the Property Appraiser, the Tax Collector.
October 1	The FY 2013 adopted budget becomes effective.
October 25	Within thirty (30) days following adoption of its millage and budget, the Board of County Commissioners shall certify that they have complied with the provisions of Chapter 200 FS with the Florida Department of Revenue.