

Budget Calendar for FY 2020-2021

January, 2020		
January 14, 2020	Budget Discussion, Board Direction and Approval of Budget Calendar	Board of County Commissioners/OMB
TBD	Budget Software Training	Vendor/OMB
February, 2020		
February 24, 2020	Distribution of Budget Preparation information to departments	OMB
February 24, 2020	Budget entry opens	OMB/Clerk IT
February 27, 2020	FY 2020-2021 BUDGET KICKOFF meeting	County Administrator/OMB
March, 2020		
March 20, 2020	Deadline for submission of personnel requests.	All Departments
April, 2020		
April 9, 2020	Deadline for budget submissions	All Departments, OMB
TBD	Mid-Year True Up	Board of County Commissioners, OMB
May, 2020		
May 4, 2020	Complete Preliminary Revenue Projections	All Departments, OMB
May 4, 2020	5 Year Capital Improvement Projects Due	All Departments, OMB
TBD	"Budget Meetings" with departments on "Recommended Budget"	All Departments, OMB
June, 2020		
June 1, 2020	Property Appraiser provides good faith estimate of assessed property values to Taxing Authorities (F.S. 200.065[8])	Property Appraiser
June 1, 2020	Deadline for submission of Constitutional Officers Budget (F.S. 129.03[2])	Sheriff Clerk of Courts Supervisor of Elections
June 1, 2020	Submission of Drug Court budget request to BCC (F.S. 29.008[2][b][2])	Chief Judge
June 1, 2020	Submission of Property Appraiser's budget request - to Florida Department of Revenue (D.O.R.) -Copy to BCC (F.S. 195.087[1][a])	Property Appraiser
June 2, 2020	Budget Workshop (if needed or requested)	Board of County Commissioners/County Administrator/OMB
June 10, 2020	Finalize "Recommended Budget" and "Recommended CIP"	OMB
July, 2020		
July 1, 2020	Certification of Taxable Property Values (Form DR-420) (F.S. 193.023[1] and 200.065[11])	Property Appraiser
July 7, 2020	Submission of Recommended Budget to the Board of County Commissioners (F.S. 129.03[3]) and post on website	County Administrator, OMB, BCC
July 7, 2020	Budget Workshop (if needed or requested)	County Administrator, OMB, BCC
July 12, 2020	<i>Submission of budget amendments to Property Appraiser's budget from Florida Department of Revenue (D.O.R.)</i> - to Property Appraiser - to BCC (F.S. 195.087[1][a])	Department of Revenue
July 28, 2020	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])	Board of County Commissioners/County Administrator/OMB

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July 31, 2020	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	OMB
August, 2020		
August 1, 2020	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 3, 2020	Complete Final Revenue Projections	OMB
August 4, 2020	Budget Workshop (if needed or requested)	County Administrator, OMB, BCC
August 10, 2020	Deadline for submission of final FY 2020 Budget Carry Forwards to the FY 2021 Budget from departments	All Departments, OMB
August 10, 2020	Deadline for submission from all departments FY 2021 Capital Project Forms to the Budget Office	All Departments, OMB
8/14/2020 (est.)	TRIM notices mailed to all property owners (TRIM) (F.S. 200.065[2][b])	Property Appraiser
August 21, 2020	Final update of any CIP projects projections and carry forward	OMB
September, 2020		
September 9, 2020	First Public Hearing to adopt proposed millage and FY 2021 budget. (F.S. 200.065[2][c])	Board of County Commissioners/County Administrator/OMB
September 19, 2020	Advertisement of Budget Public Hearing Notice and Budget Summary in newspaper.(F.S. 129.03[3][b] and 200.065[2][d] and [3][l])	OMB
September 22, 2020	Second and Final Public Hearing to adopt proposed millage and FY 2021 budget (F.S. 200.065[2][d])	Board of County Commissioners/County Administrator/OMB
September 25, 2020	Distribute Adopted Resolutions from 2nd Public Hearing to Adopt FY 2021 millage rates and budgets (DOR, Property Appraiser and Tax Collector via TRIM System (F.S. 200.065[4])).	OMB
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 25, 2020	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])	OMB
October, 2020		
October 1, 2020	FY 2020-21 Begins	
TBD	MSBU Certifications Completed	OMB/Property Appraiser/Tax Collector
10/15/2020 (est.)	Annual Local Government Financial Report Due to EDR	OMB
October 22, 2020	Deadline to submit TRIM Compliance Package to D.O.R. (F.S. 200.065 and 200.069)	OMB