

## Lake County Fiscal Year 2014 Budget Calendar

January 16, 2013	Department Financial Coordinators	Fiscal Roundtable with Department Financial Coordinators
February 14, 2013	County Manager, Department Directors, All Fiscal Contacts	Budget Kickoff
March 8, 2013	Departments	Personnel change requests are due in Human Resources. All requests must be entered on a Form 9 and submitted with attachments as appropriate.
March 22, 2013	Departments	Deadline for departmental budget requests into MUNIS, revenues and expenditures - Fixed Asset Request Forms.
March 25 – April 26, 2013	Budget	Analyze departmental requests and prepare recommendations
March 29, 2013	Human Resources  Departments	Salary and Benefits projections completed and loaded into MUNIS at budget level 2 Pictures for department descriptions due
April 4, 2013	Budget	Advertise Public Hearing for Mid-Year Budget Amendment (if hearing is held on April 9th) (F.S. 129.06)
April 9, 2013	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2012 audited fund balances and other adjustments
April 12, 2013	Departments	CIP requests, Department Descriptions, Performance Measures are due in Budget
April 29 - May 3, 2013	Departments	Budget Meetings with County Manager
May 17, 2013	Departments	Project re-budget requests due in Budget
May 21, 2013	Board of County Commissioners	Budget Workshop
May 22 – July 3, 2013	Budget	Develop FY 2014 Recommended Budget
May 27 – May 31, 2013	County Manager, Department Directors, Budget, Human Resources	Department Directors meet with County Manager, Budget and Human Resources to finalize departmental budget recommendations, if necessary
June 1, 2013	Constitutional Offices	Budgets due from Constitutional Offices (excluding Tax Collector); Preliminary estimate of property tax value due from Property Appraiser (F.S. 129.03)
July 1, 2013	Property Appraiser	Certification of Taxable Value by Property Appraiser (F.S. 193.023)
July 9, 2013	Board of County Commissioners	Budget Workshop
July 30, 2013	Board of County Commissioners	Adoption of TRIM Rates and Budget Workshop if needed
August 1, 2013	Tax Collector	Budget due from Tax Collector
August 2, 2013	Budget	Statutory deadline to notify Property Appraiser of proposed TRIM rates and the date, time and place of the first public hearing to adopt the budget (F.S. 200.065)
August 24, 2013	Property Appraiser	Last day to mail TRIM notices
September 10, 2013 (Cannot conflict with School Board date)	Board of County Commissioners	Statutory Public Hearing – adopt tentative budget and millage rates, set final public hearing date, time and place. TRIM provides the public hearing advertisement requirement. (F.S. 200.065) Board Chambers, 5:05 p.m.
September 20, 2013	Budget	Advertise final budget and millage hearing
September 24, 2013 (Cannot conflict with School Board date)	Board of County Commissioners	Final Public Hearing to adopt the FY 2014 millage rates and budget (F.S. 200.065) Board Chambers, 5:05 p.m.
September 30, 2013	Budget	Deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
October 1, 2013		FY 2014 Adopted Budget goes into effect
Typically after Value Adjustment Board	Property Appraiser	Issue Certification of Final Taxable Value (DR 422's)
Within 3 days receipt of Final Taxable Value	Budget	Complete Certification of Final Taxable Value and return to Property Appraiser
October 24, 2013	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S Chapter 200.068)
October 24, 2013	Budget	FY 2014 Adopted Budget Book completed and published on the County Website