|  | Budget Calendar for FY 2024-2025 |  |
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| January 2024 |  |  |
| January 9, 2024 | Budget Discussion, BOCC direction and approval of Budget | BOCC/OMB |
| January 26, 2024 | Budget preparation information to Departments via County | OMB |
| January 26, 2024 | FY 2024-2025 BUDGET KICK-OFF MEETING. | Admin/OMB |
| January 26,2024 | Budget entry opens. | OMB |
| February 2024 |  |  |
| February 23, 2024 | Personnel requests due via NeoGov | Departments |
| March 2024 |  |  |
| March 12, 2024 | Preliminary new CIP Projects and Updates to existing Due | Departments/OMB |
| March 22, 2024 | Final day for BOCC to approve a MSTU or Special District. | Admin/BOCC/OMB |
| March 25, 2024 | Budgets due. | Departments/OMB |
| April 2024 |  |  |
| April 4, 2024 | Admin approves/denies personnel requests. | Admin/OMB |
| April 9, 2024 | Mid-Year True Up | BOCC/OMB |
| April 22, 2024 | Prelim Revenue Projections due. | Departments/OMB |
| April 22, 2024 | FY 2025 CIP Project Forms due. | Departments/OMB |
| May 2024 |  |  |
| May 20-24, 2024 | Departmental Budget Meetings | Departments/OMB |
| June 2024 |  |  |
| June 1, 2024 | PA provides good faith estimate of assessed property values to Taxing Authorities. (f.S. 200.065[8]) | PA |
| June 1, 2024 | Submission of Constitutional Officers Budgets to BOCC. $129.03[2]$ ) | Clerk/Sheriff/SOE |
| June 1, 2024 | Submission of Drug Court budget request to BOCC. (f.S. 29.008[2][b][2]) | Chief Judge |
| June 1, 2024 | Submission of PA's budget request to DOR and BOCC. | PA |
| June 3, 2024 | Finalize Recommended Budget 5 Year CIP. | OMB |
| July 2024 |  |  |
| July 1, 2024 | Certification of Taxable Property Values (Form DR-420) (F.S. 193.023[1] and 200.065[11]) | PA |
| July 11, 2024 | Budget Workshop to submit the Recommended Budget to the BOCC. Post Budget on Website. (F.S. 129.03[3]) | Admin/BOCC/OMB |
| July 30, 2024 | Board sets Maximum Millage Rates for 2024 and sets a date, time and place for the first public hearing (F.S. 200.065[2]4[b]) | Admin/BOCC/OMB |
| July 30, 2024 | FY 2024 Budget Carry Forwards due. | Departments/OMB |
| July 31, 2024 | Notification to PA of prior year millage rate, current year proposed millage rate, roll back rate, date, time and place of First Public Hearing (Form DR-420) for development of TRIM notices. (F.S. 200.065[2]4[b]) | OMB |


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| August 2024 |  |  |
| August 1, 2024 | Submission of TC's budget request to DOR and BOCC. (F.S. 195.087[2]) | TC |
| August 6, 2024 | Budget Workshop (if necessary) | Admin/BOCC/OMB |
| August 12, 2024 | PA's budget, BOCC comment period ends and final budget amendments from DOR due. (f.S. 195.087[1][a]) | BOCC/DOR/PA |
| TBD | TRIM notices mailed to all property owners. (F.S. 200.065[2][b ]) | PA |
| September 2024 |  |  |
| September 10, 2024 | First Public Hearing to adopt proposed millage and FY 2025 budget. (F.S. 200.065[2][c]) | Admin/BOCC/OMB |
| September 10, 2024 | Deadline to adopt the annual MSBU rate and assessment certification for FY 2025. (F.S. 197.3632) | BOCC/Departments |
| September 20, 2024 | 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]) | OMB |
| September 24, 2024 | Second and Final Public Hearing to adopt proposed millage and FY 2025 budget. (F.S. 200.065[2][d]) | Admin/BOCC/OMB |
| September 27, 2024 | Distribute Adopted Resolutions from 2nd Public Hearing to Adopt FY 2024 millage rates and budgets. (DOR, PA and TC via TRIM System (F.S. 200.065[4])). | OMB |
| September 27, 2024 | Submit Certification of Final Taxable Value (Form DR-422) via TRIM System. If Value Adjustment Board is not done, there will be updates later on. (F.S. 200.065[5]) | PA |
| September 27, 2024 | Complete and submit Certificate of Final Taxable Value (Form DR422), Maximum Millage Levy Calculation (Form DR-420MM) and Certification of Compliance (Form DR-487) via TRIM System (F.S. 200.065[5]) | OMB |
| October 2024 |  |  |
| October 1, 2024 | FY 2024-25 Begins |  |
| TBD | MSBU Certifications Completed | OMB/PA/TC |
| October 15, 2024 | Annual Local Government Financial Report Due to EDR | OMB |
| October 20, 2024 | Deadline to submit TRIM Compliance Package to D.O.R. (F.S. 200.065 and 200.069) | OMB |

Admin - Administration \| BOCC - Board of County Commissioners 15 Year CIP - Capital Improvement Plan \| DOR - Florida Department of Revenue \| MSBU -
Municipal Services Benefit Unit \| MSTU - Municipal Services Taxing Unit \| OMB - Office of Management \& Budget | PA - Property Appraiser |SOE Supervisor of Elections | TC - Tax Collector | TRIM - Truth in Millage

