



Budget Calendar for FY 2024-2025

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. (F.S. 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
August 19, 2024	TRIM notices mailed to all property owners. (F.S. 200.065[2][b])	PA
September 2024		
September 12, 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 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 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 | 5 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

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