

**Lake County**  
**Fiscal Year 2012 Budget Calendar**

February 7	Fiscal Contacts	Budget Kickoff
February 14 – March 25	Departments	Prepare Budget Requests; March 25 Deadline for final budget package input by departments
February 28 – March 4	Budget	Property and liability insurance amounts entered into MUNIS
March 7	Departments	Personnel change requests are due in Employee Services. All requests must be entered on a Form 9 and submitted with attachments as appropriate
March 8 – March 11	Employee Services	Preliminary review of personnel requests by Employee Services
March 21	Departments	Fixed Asset Request Forms due in Budget
March 25	Departments	Deadline for departmental budget requests into MUNIS, revenues and expenditures
March 28 – May 20	Budget	Analyze departmental requests and prepare recommendations
March 30	Employee Services	Salary and Benefits projections completed and loaded into MUNIS at budget level 2
April 1	Budget	Advertise Public Hearing for Mid-Year Budget Amendment (if hearing is held on April 5 <sup>th</sup> ) (F.S. 129.06)
April 5	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2010 audited fund balances and other adjustments
April 22	Departments	CIP requests are due in Budget
May 23 – June 3	County Manager Department Directors Budget Employee Services	Department Directors meet with County Manager, Budget and Employee Services to finalize departmental budget recommendations, if necessary
May 30	Constitutional Offices	Budgets due from Constitutional Offices (excluding Tax Collector); Preliminary estimate of property tax value due from Property Appraiser (F.S. 129.03)
June 6	Departments	Project re-budget requests due in Budget
June 6 – July 1	Budget	Develop FY 2012 Recommended Budget
July 1	Property Appraiser	Certification of Taxable Value by Property Appraiser (F.S. 193.023)
July 15 (Friday)	County Manager	Statutory deadline to distribute FY 2012 Recommended Budget Document to the Board of County Commissioners (F.S. 129.03)
July 19	Board of County Commissioners	Adoption of TRIM Rates

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August 1	Tax Collector	Budget due from Tax Collector
August 4	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	Property Appraiser	Last day to mail TRIM notices
September 6 (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 16	Budget	Advertise final budget and millage hearing
September 20 (Cannot conflict with School Board date)	Board of County Commissioners	Final Public Hearing to adopt the FY 2012 millage rates and budget (F.S. 200.065)  Board Chambers, 5:05 p.m.
September 23	Budget	Deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
October 1		FY 2012 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 20	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S. Chapter 200.068)

**NOTE:**

Budget workshops will be scheduled as necessary

County Manager to discuss Goals, Highlights and Workload Measures with department directors