

Lake County Fiscal Year 2017 Budget Calendar

January 15, 2016	Human Resources	HR Loads Baseline Payrolls in Munis (with Overtime). Departments prepare Form 9's for personnel changes
January 19, 2016	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2016 grants and misc. adjustments
February 5, 2016	County Manager, Department Directors, All Fiscal Contacts	Budget Kickoff
February 5, 2016	Human Resources, Facilities, IT	All internal service charges due to Budget: Risk allocations, Health Insurance rate, Facilities chargeback, IT chargeback
February 5, 2016	Departments	Personnel change requests are due in Human Resources. All requests must be entered on a Form 9 and submitted with attachments as appropriate. Form 9 changes will be tracked/approved by CM separately.
March 7, 2016	Departments	Deadline for departmental budget requests into MUNIS, revenues and expenditures including CIP requests. Fixed Asset Request Forms and Budget Impact Statements are due to Budget.
March 8-March 18, 2016	Budget	Analyze departmental requests and prepare recommendations
March 21-March 31, 2016	Departments	Budget Meetings with County Manager
April 5, 2016	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2016 audited fund balances and other adjustments
April 5, 2016	Board of County Commissioners	Budget Workshop
April 19, 2016	Board of County Commissioners	Budget Workshop
May 3, 2016	Board of County Commissioners	Budget Workshop
May 17, 2016	Board of County Commissioners	Budget Workshop
June 1, 2016	Constitutional Offices, Judicial	Budgets due from Constitutional Offices (excluding Tax Collector) and Judicial
June 1, 2016	Property Appraiser	Preliminary estimate of property tax value due from Property Appraiser (F.S. 129.03)
June 7, 2016	Board of County Commissioners	Budget Workshop
June 15, 2016	Departments	Program Descriptions, Performance Measures, and Pictures due to Budget
June 21, 2016	Board of County Commissioners	Budget Workshop
July 1 – July 8, 2016	Budget	Develop FY 2017 Recommended Budget
July 1, 2016	Property Appraiser	Certification of Taxable Value by Property Appraiser
July 1, 2016	Departments	Fee Schedules Due to Budget
July 12, 2016	Board of County Commissioners	Budget Workshop - Present Tentative Millages Rates
July 26, 2016	Board of County Commissioners	Budget Workshop - Adoption of TRIM Rates
August 1, 2016	Tax Collector, Departments	Budget due from Tax Collector. Project Rebudget Requests due to Budget.
August 4, 2016	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, 2016	Property Appraiser	Last day to mail TRIM notices
September 13, 2016 (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 23, 2016	Budget	Advertise final budget and millage hearing
September 27, 2016 (Cannot conflict with School Board date)	Board of County Commissioners	Final Public Hearing to adopt the FY 2017 millage rates and budget (F.S. 200.065) Board Chambers, 5:05 p.m.
September 30, 2016	Budget	Deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
October 1, 2016		FY 2017 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 27, 2016	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S. Chapter 200.068)
October 27, 2016	Budget	FY 2017 Adopted Budget Book completed and published on the County Website