

Lake County
FY 2010-11 Budget Calendar

March 15 – April 16	Departments	Prepare Budget Requests; April 16 Deadline for final budget package input by departments
March 22 - 26	Budget	Property and liability insurance amounts entered into MUNIS
March 26	Departments	Personnel change requests are due in Budget. All requests must be entered on a Form 9 and submitted with attachments as appropriate
March 29	Board of County Commissioners	Budget Workshop, County Administration Building, Board Chambers, 9:00-11:00 a.m.
March 30 – April 2	Employee Services	Preliminary review of personnel requests by Budget and Employee Services
April 6	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2008-09 audited fund balances and other adjustments
April 7	Departments	Department highlights, goals and workload measures are due in Budget
April 9	Departments	Fixed Asset Request Forms due in Budget
April 13	Board of County Commissioners	Budget Workshop, County Administration Building, Board Chambers, 9:00-11:00 a.m.
April 16	Departments	Deadline for departmental budget requests into MUNIS, revenues and expenditures
April 19 – May 14	Budget	Analyze departmental requests and prepare recommendations
April 27	Board of County Commissioners	Budget Workshop, County Administration Building, Board Chambers
May 14	Departments	CIP requests are due in Budget
May 17 – June 4	County Manager Department Directors Budget	Department Directors meet with County Manager and Budget to finalize departmental budget recommendations, if necessary
May 30	Constitutional Officers	Budgets due from Constitutional Officers (excluding Tax Collector); Preliminary estimate of property tax value due from Property Appraiser
June 1	Departments	Project re-budget requests due in Budget
June 7 – July 2	Budget	Develop FY 2010-11 recommended budget
July 1	Property Appraiser	Certification of Taxable Value by Property Appraiser
July 15 (Thursday)	County Manager	Statutory deadline to distribute FY 2010-11 Recommended Budget Document to the Board of County Commissioners
July 20	Board of County Commissioners	Adoption of Trim Rates
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

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August 9	Board of County Commissioners	Budget Workshop, County Administration Building, Board Chambers, 1:00-4:00 p.m.
August 10	Board of County Commissioners	Budget Workshop, County Administration Building, Board Chambers, 9:00 a.m. – 3: p.m.
August 24	Property Appraiser	Last day to mail TRIM notices
September 7	Board of County Commissioners	Statutory Public Hearing – adopt tentative budget and millage rates, set final public hearing date, time and place Board Chambers, 5:05 p.m.
September 17	Budget	Advertise final budget and millage hearing
September 21	Board of County Commissioners	Final Public Hearing to adopt the FY 2010-11 millage rates and budget Board Chambers, 5:05 p.m.
September 24	Budget	Statutory deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
October 1		FY 2010-11 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 21	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S. Chapter 200)