

Lake County Fiscal Year 2013 Budget Calendar

January 20, 2012	Department Financial Coordinators	Fiscal Roundtable with Department Financial Coordinators
February 6, 2012	County Manager, Department Directors, All Fiscal Contacts	Budget Kickoff
March 12, 2012	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 22, 2012	Budget	Advertise Public Hearing for Mid-Year Budget Amendment (if hearing is held on March 27th) (F.S. 129.06)
March 23, 2012	Departments	Deadline for departmental budget requests into MUNIS, revenues and expenditures - Fixed Asset Request Forms.
March 26 – April 27, 2012	Budget	Analyze departmental requests and prepare recommendations
March 27, 2012	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2011 audited fund balances and other adjustments
March 30, 2012	Employee Services	Salary and Benefits projections completed and loaded into MUNIS at budget level 2
April 6, 2012	Departments	CIP requests, Department Descriptions, Performance Measures are due in Budget
April 30 - May 4, 2012	Departments	Budget Meetings with County Manager
May 15, 2012	Board of County Commissioners	Budget Workshop
May 21 – May 25, 2012	County Manager, Department Directors, Budget, Employee Services	Department Directors meet with County Manager, Budget and Employee Services to finalize departmental budget recommendations, if necessary
June 1, 2012	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 8, 2012	Departments	Project re-budget requests due in Budget
June 8 – July 3, 2012	Budget	Develop FY 2013 Recommended Budget
June 29, 2012	Property Appraiser	Certification of Taxable Value by Property Appraiser (F.S. 193.023)
July 10, 2012	Board of County Commissioners	Budget Workshop
July 24, 2012	Board of County Commissioners	Adoption of TRIM Rates and Budget Workshop if needed
August 1, 2012	Tax Collector	Budget due from Tax Collector
August 4, 2012	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, 2012	Property Appraiser	Last day to mail TRIM notices
September 11, 2012 (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 21, 2012	Budget	Advertise final budget and millage hearing
September 25, 2012 (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 28, 2012	Budget	Deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
October 1, 2012		FY 2013 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 25, 2012	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S Chapter 200.068)
October 25, 2012	Budget	FY 2013 Adopted Budget Book completed and published on the County Website