



GADSDEN COUNTY
FY 2014-15 BUDGET CALENDAR

March 19	Budget Office	Distribution of Budget Preparation Package
March 20 – April 11	Departments	Prepare FY2014-15 Budget Request; Due April 11 th by 5:00pm
April 1	Non-Profits	Request application available
April 11 – April 27	Cty Admin/Budget	Prepare Preliminary Recommended Budget and Decision Packages for County Administrator/Department Directors for Proposed Budget Meetings
April 30	Budget Office	Preliminary Revenue estimates FY 2014-15
April 21 – April 23	Cty Admin/Directors	Dept Mtgs to formulate Proposed Budget Decisions with County Administrator
May 1	Non-profits	Request applications due to OMB
May 16	Budget Office	Run ad for budget workshop in papers May 22
May 1 – May 28	Budget Office	OMB to review applications and make recommendation
May 29 @ 4PM	Commissioners/staff	1 st Budget Workshop
May 29	Commissioners/staff	County Administrator presents non-profits recommendations; Board discuss
June 1	Property Appraiser	Preliminary Tax Roll Data
June 1	Constitutional Officers	Budget requests due to the BOCC (Tax Collector's budget due August 1.)
June 16	Budget Office	Load FY2014-15 personnel costs based on FY 2013-14 authorized positions
June 1 – July 1	Cty Admin/Budget	Prepare Recommended Budget
July 1	Property Appraiser	Certifies Tax Roll
July 2	Budget Office	TRIM Agenda item for July 15 th meeting DUE
July 11	Budget Office	Run ad for budget workshop in papers July 17
July 15	Commissioners	Commissioner's Adoption of Preliminary TRIM Rates
July 21	County Administrator	FY 2014-15 Recommended Budget presented to BOCC adjusted to reflect Certified Tax Roll
July 24 @ 4PM	Commissioners/staff	2 nd - Budget Workshop
August 2	Budget Office	Statutory deadline to notify Property Appraiser of prior year Millage Rates, current year proposed Millage Rates, rolled- back rate and the Date, Time and Place of the First Public Hearing to Adopt the Budget DR420's completed
August 8	Budget Office	Run ad for budget workshop in papers August 14
August 21 @ 4PM	Commissioners/staff	3 rd Budget Workshop
August 21	Property Appraiser	Last Day to Mail TRIM Notices
August 27	Budget Office	TRIM Agenda item for Sept 9 th meeting DUE
September 9	Budget Office	TRIM Agenda item for Sept 22 rd meeting DUE
September 9 @ 6PM (Tentative)	Commissioners/staff	Statutory 1 st Public Hearing – Adopt Tentative Budget and Millage Rates Set final Public Hearing Date, Time and Place
September 12	Budget Office	Run ad for 2 nd public hearing in papers September 18
September 18	Budget Office	Advertise Final Budget and Millage Hearing
September 22 @ 6PM (Tentative)	Commissioners/staff	Final Public Hearing to Adopt the FY 2014-15 Millage Rates and Budget
September 25	Budget Office	Certified Copy of Adopted Millage Resolution to Property Appraiser, Tax Collector, Dept of Revenue and the Clerk w/return receipt
September 27	Budget/Finance	Upload Adopted FY 2015 Budget into Finance System
Typically after VAB	Property Appraiser	Issue Certification of Final Taxable Value (DR 422's)
Within 3 days receipt of Final Taxable Value	Budget Office	Complete Certification of Final Taxable Value and Return to Property Appraiser
October 7&8 @ 1 PM	VAB (Tentative)	VAB meetings tentative
October 20	Budget Office	Within 30 Days of Adopting Final Budget Certify to the Department of Revenue compliance with TRIM (F.S. Chapter 200)
November 1-25	Budget Office	Staff review and preparations of Prior Year-End Budget adjustments (Final FY14 Clean-up)