

**Budget Calendar for Biennial Budget
Fiscal Years FY 07 and FY 08**

DATES ARE SUBJECT TO CHANGE

Date	Person	Time	
February			
8th	Tim	3:00-4:00	CIP Kick-off meeting
22nd	All	1:30-2:30	Budget Kick-off with County Manager

Kick-off Alert:

Budgets are due to Budget & Mgmt. Services

BoCC/Cty Mgr./Cty Atty/EEO
Growth Management Department
Financial & Strategic Planning
CFDC & Tourism (106)
Court Administrator - Submit budgets to BMS
Public Defender - Submit budgets to BMS
State Attorney - Submit budgets to BMS
Public Safety Department
Neighborhood Services Department
Utilities
Human Services Dept.
Support Services Group
Public Works

GENERAL FUND

BUDGETS DUE

March 6, 2006
March 9, 2006
March 14, 2006
March 16, 2006
March 27, 2006
March 28, 2006
March 30, 2006
March 30, 2006
April 7, 2006
April 11, 2006

BUDGET

PRESENTATIONS

March 13, 2006 - AM
March 16, 2006 - PM
March 21, 2006 - AM
March 23, 2006 - PM
March 23, 2006*
March 23, 2006*
March 23, 2006*
April 3, 2006 - AM
April 4, 2006 - PM
April 6, 2006 - AM
April 6, 2006 - PM
April 14, 2006 - AM
April 18, 2006 - PM

24th	8:30 - 10:30 AM	Fiscal Managers Budget Process review
28th	AM	Budget Kick-off with Court Administrator, Public Defender, State Attorney
March		
1st	8:00 - Noon	Fiscal Managers Training in budget system (IT Training Room, 5th Floor Admin. Bldg.)
1st		CIP project submissions due to BMS from Dept/Division other than Transportation Engineering, Solid Waste, Utilities & Leisure Services
3rd		All final updates/corrections to personnel system are due to BMS this date
6th	1:30 - 2:30 PM	Budget Kick-off with Elected Officials (Tax Collector, Sheriff, Clerk of Courts, Property Appraiser, Supervisor of Elections) (Room 407)
TBD		General Fund budget input completed for all Departments & EO - completed by BMS

March 13th-23rd Budget submittal and discussion with BMS			
13th	9:00 AM - Noon	BoCC/Cnty Mgr./EEO - Room 413	
15th	8:30 AM - 9:00 AM	County Attorney - (Fran's Office)	
23rd	1:30 - 5:00 PM	CFDC & Tourism (106) Room 475	
23rd	Submit Budgets*	Submit Budgets	Court Administrator/Public Defender/State Attorney

March 16th Budget presentation to Deputy CM/Assistant CM and BMS			
16th	1:30 - 5:00 PM	Growth Management Department - Room 407	

24th	1:30-3:30 PM	2-5-10 Meeting with Elected Officials (Finance Conference Room- 3rd Floor)
24th		Transportation Engineering CIP (including unfunded), Solid Waste CIP, Utilities CIP & Leisure Services CIP due to BMS.

April			
3rd	1:30 - 5:00 PM	Board Work Session - 2, 5, & 10 Year Forecast discussion - Room 413, Administration Bldg.	

April 3rd-18th Budget presentation to Deputy CM/Assistant CM and BMS			
3rd	9:00 AM - Noon	Public Safety Department - Room 407	
4th	1:30 - 5:00 PM	Neighborhood Services Department - Room 407	
6th	1:30 - 5:00 PM	Human Services - Room 407	

Budget presentation to Deputy or Assistant CM & BMS & Review Packets for May meetings			
14th	9:00 AM - Noon	Support Services Group - Room 475	
18th	1:30 - 5:00 PM	Public Works Department - Room 413	
21st	1:00 - 3:00 PM	Financial & Strategic Planning - Fran's Office	
25th	8:00 AM - 11:00 AM	Utilities Department - Room 407	

10th		Final Unfunded CIP document ready.	
10th		All grants to be balanced, lighting districts to be balanced (excludes CIP)	
Deputy CM/Assistant CM/BMS Group Meeting: Review Budget Packets for May meetings			
20th	10:00 AM - Noon	Human Services - Room 407	
20th	9:00 AM - Noon	Neighborhood Services - Room 413	
20th	1:30 - 5:00 PM	Growth Management - Room 407	
21st	9:00 AM - Noon	Public Safety Department: Review Budget Packets for May meetings - Finance Conf. Room 3rd floor	
21st		Budget balanced and documents ready for review with County Manager.	
27th	Room 407	9:00 - Noon	Budget review meeting with County Manager, Deputy CMs, Assistant CM, Fran & Kevin
28th		Final Draft Proposed CIP ready all sections - Start CIP production (funded & unfunded)	

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May

1st			The Sheriff, Clerk of the Courts, Tax Collector, Property Appraiser, and Supervisor of Elections shall each submit to the BoCC a tentative budget for their respective offices for the ensuing fiscal year. (Per [F.S. 129.03(2)]) On or before June 1 or as required by resolution of the Board.
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**ALL FUNDS BUDGET OVERVIEW/VISION WITH COUNTY MANAGER,
DEPUTY COUNTY MANAGERS, ASSISTANT COUNTY MANAGER**

May 12th - May 30th

12th	Room 407	9:00 AM - Noon	Human Services Department
15th	CFDC Conf Room	3:00 PM - 5:00 PM	CFDC & Tourism (106)
17th	Room 407	9:00 AM - Noon	Public Safety Department
18th	Room 407	1:30 PM - 3:30 PM	Support Services Group
19th	PW Conf Room	1:30 - 5:00 PM	Public Works Department
25th	Room 475	1:00 PM - 3:30 PM	Growth Management Department
26th	Room 407	9:00 AM - Noon	Utilities Department
30th	Room 407	10:00 AM - Noon	Financial & Strategic Planning (Combined w/EEO,BoCC,Co Attorney)
30th	Room 407	10:00 AM - Noon	County Manager/EEO/BoCC/County Attorney
31st	Room 407	9:30 AM - Noon	Neighborhood Services Department

1st & 2nd			CIP review by BMS staff
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11th			Budget & Management Services provides CIP project proposals to CIP Committee. CIP presentation draft for Administration review.
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30th	Room 407	2:30 PM - 6:00 PM	CIP Committee Meeting
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June

1st			Deadline for the Property Appraiser to submit a copy of budget to the BoCC and file it with the DOR for the upcoming year [F.S. 129.03(2)].
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1st			Property Appraiser to submit tentative valuation to the BoCC.
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1st			Budget System updates/adjustments complete. Final taxable valuation
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2nd	Room 407	1:30 - 5:00	CIP Committee Meeting
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5th	Room 413	1:30 - 5:00 PM	130 Fund Budget Presentation to the BoCC and the COC in joint session.
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7th			Final CIP and Unfunded CIP ready for Board.
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9th	Room 475	9:00 AM - 11:00 AM	CIP Committee Meeting Public Safety, Solid Waste and Utilities Departments
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14th	Room 407	5:00 PM - 5:30 PM	CIP Committee Meeting IT Department
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14th			Start preparing the Proposed Budget document, due by the 3rd of July. Also start preparation of the County's Manager's presentation document due to the Board in July.
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July

1st			Property Appraiser certifies taxable values
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12th			Distribute CIP, presentation, and unfunded to BoCC. Distribute final CIP presentation to Admin/Dept/Divisions
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14th		9:00 AM - Noon	County Manager submits the tentative Capital Improvements Program and Budget to the BoCC, Clerk of the Circuit Court, County Attorney, Department Directors, and Media (Per [F.S. 129.03(3)]) (paraphrased) No later than 15 days after certification of value by the Property Appraiser, the county budget officer shall prepare and present to the board a tentative balanced budget for the ensuing fiscal year.
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18th		9:00 AM - NOON	BOCC Budget Workshops for Sheriff/other Constitutionals as determined (Boardroom)
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26th			The BoCC shall advise the Property Appraiser of its proposed millage rate, of its rolled-back rate computed pursuant to subsection (1), and of the date, time and place at which a public hearing will be held to consider the proposed millage rate and the tentative budget. (Per [F.S. 200.065(4.b)]) (Paraphrased) Within 35 days of certification of value pursuant to subsection (1).
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<u>Date</u>	<u>Person</u>	<u>Time</u>	
<u>August</u>			
1st		9:00 AM - 1:00 PM	BOCC Workshops (Boardroom)
7th		1:30 PM - 5:00 PM	CIP Dry Run (Boardroom) Leisure Services, Utilities, IT, Public Sdafety
11th		9:00 AM - 12:00 PM	CIP Dry Run (Boardroom) HND, Transportation Engineering, Facilities, Natural Resources, Solid Waste
16th		9:00 AM - Noon	BOCC Workshop - CIP (Boardroom)
16th			Final CIP summaries/detail complete
18th		1:30 - 5:00 PM	BOCC Workshop - CIP (Boardroom)
18th			CIP Carry forward update/review of budget system complete all sections
<u>September</u>			
7th	All	6:00 p.m.	First Public Hearing on the Tentative Budget and Proposed Millage Rate (Per [F.S. 200.065 (4.c)]) (Paraphrased) Within 80 days of the certification of value, but not earlier than 65 days after certification. (Board Room)
14th	All	6:00 p.m.	Final Public Hearing to finally adopt a millage rate and budget (Per [F.S. 200.065 (4.c)]) (Paraphrased) Within 15 days after the meeting adopting the tentative budget, the taxing authority advertises and then holds a public hearing to finally adopt a millage rate and budget. The public hearing shall be held not less than 2 days or more than 5 days after the day that the advertisement is first published. (Board Room)
25th - 26th			Print Line Item for distribution to Dept/Div Directors, Fiscal Staff, etc. About 50 copies
30th			CIP Books produced for GFOA submittal
<u>November</u>			
20th			Budget Books and CD's completed and ready for distribution including mailing to GFOA.
30th			Budget document on Polk County Website
<u>December</u>			
12th			Last day to send copies of FY06/07 Annual Budget book to GFOA for Distinguished Budget Presentation Awards Program (must be postmarked within 90 days after final Board Approval)