

## FY18 BUDGET DEVELOPMENT CALENDAR

Date*	Activity*	Participants
<i>Note: Highlighted sections are required by Florida Statutes or JWBS Act.</i>		
<b>OCTOBER 2016</b>		
October 31	Board Strategic Planning Workshop	Board Workshop
<b>JANUARY 2017</b>		
January 5	FY16 Qtr 4 Budget to Actuals and Five Year Lapse Trend Report Five-Year Forecast and Forecast Key Assumptions	Budget & Financial Review Meeting
<b>FEBRUARY</b>		
February 21	FY17 Qtr 1 Budget to Actuals and Lapse Projection Budget Calendar and Budget Instructions	Budget & Financial Review Meeting
<b>MARCH</b>		
March 6	Strategic Planning Discuss Cost Estimates for Top Recommended Funding Opportunities from Board Workshop	Planning Committee
March 29	Discussion: Five-Year Forecast and Forecast Key Assumptions Strategic Planning Initiatives FY18 Budget Calendar	Finance Committee
<b>APRIL</b>		
April 6	FY18 Budget Kickoff	Budget & Financial Review Meeting
April 13	Ratification: Five-Year Forecast and Forecast Key Assumptions Strategic Planning Initiatives FY18 Budget Calendar	Board Meeting
April 20	FY18 General Government Budget Submissions (Revenue, Salaries & Benefits, Operating, Non-Administration, Program - Direct Services) Due to Budget Staff	Department Heads
<b>MAY</b>		
May 1	<b>Input preliminary Children and Family Programs Allocations into GEMS</b>	<b>Financial Staff</b>
May 2	FY18 General Government Budget Submissions Review	Executive Team Meeting

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May 3	Finalize FY18 General Government Budget Requests FY17 Qtr 2 Budget to Actuals and Lapse Projection	Budget & Financial Review Meeting
May 11	Board Selects TRIM Hearing Dates	Board Meeting
May 16	<del>FY18 Program Portfolio Recommendations and Board Funding Opportunities Discussion</del>	<del>Executive Team Meeting</del>
May 18	Finalize FY18 Children and Family Programs Portfolio Budget Requests and Board Funding Opportunities	Budget & Financial Review Meeting
May 22	<del>Input preliminary Children and Family Programs Allocations into GEMS</del>	<del>Financial Staff</del>
May 25	<b>Board input on strategic plans and goals for the 4 focus areas and future investments</b>	<b>Board Budget Workshop</b>

### JUNE

June 1	Property Appraiser Delivers Preliminary Estimates of Taxable Values F.S. 200.065(7)	Budget Staff
June 2	Discussion of FY18 Proposed Budget & Revised Five-Year Forecast	Executive Team Meeting
June 8	Discussion of FY18 Proposed Budget & Revised Five-Year Forecast JWB Act Ch. 2003-320	Board Meeting
June 13	Review of Updated FY18 Proposed Budget with Board feedback	Executive Team Meeting
June 16	<b>Budgets for Children and Family Program Allocations in GEMS due to JWB</b>	<b>Providers</b>
<del>June 22</del> June 21	Adopt Tentative Millage and Budget Parameters	Finance Committee

### JULY

July 1	Property Appraiser Certifies Taxable Values F.S. 200.065(1)	Budget Staff
July 5	Review of FY18 Proposed Budget & Five-Year Forecast Updated with Certified Taxable Values	Executive Team Meeting
July 13	Discussion of Updated FY18 Proposed Budget & Five-Year Forecast Finalize Proposed Millage Rate for Inclusion in the TRIM Notice	Board Meeting

### August

August 3	FY17 Qtr 3 Budget to Actuals and Lapse Projection Updated FY18 Proposed Budget and Five-Year Forecast with Revised Lapse Projection	Budget & Financial Review Meeting
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August 4	Property Appraiser is Notified of Proposed Millage Rate and Date/Time/Place of 1 <sup>st</sup> Public Budget Hearing F.S. 200.065(2)(b)	CEO and Budget Staff
August 8	Review of FY18 Proposed Budget Book	Executive Team Meeting
August 21	Property Appraiser mails TRIM Notices F.S. 200.065(2)(b)	Property Appraiser
August 22	<del>Feedback on any Changes to the FY18 Proposed Budget</del> Approve Release of FY18 <b>Capital RFA</b> Solicitations	Finance Committee
<b>August 22</b>	<b>Discuss Portfolio Review Results and any Changes to the FY18 Proposed Budget</b>	<b>Board Budget Workshop</b>

### SEPTEMBER

September 5	Approve Release of FY18 <b>Capital RFA</b> Solicitations	Board Meeting
September 5	First Public Hearing to Adopt FY18 Tentative Millage Rate and Budget F.S. 200.065(2)(c)	Public Hearing
September 14	Advertisement of Intent to Adopt Final Millage Rates and Budget at Second Public Hearing F.S. 200.065(2)(d) and 200.065(3)	Budget Staff
September 19	Final Public Hearing to Adopt Final FY18 Budget and Millage Rate F.S. 200.065(2)(d)	Public Hearing
September 22	JWB Distributes Adopted Resolutions to the Property Appraiser, Tax Collector and State Department of Revenue F.S. 200.065(4)	Budget Staff

### OCTOBER

October 5	Certification of Final Taxable Values F.S. 200.065(6)	Board, JWB Staff
30 days after Resolution is approved by Board	JWB Certifies Compliance with Florida Statutes, to the Department of Revenue F.S. 200.068	JWB Staff