

FY21 BUDGET DEVELOPMENT CALENDAR

Date*	Activity*	Participants
<i>Board</i>	<i>Finance Committee</i>	<i>Internal staff</i>
February		
February	Review FY18 progress towards achieving Portfolio Goals and develop Strategic Plan recommendations	Performance & Quality Improvement Teams
March		
March 4	Review FY19 Final Budget to Actuals and Lapse History Review Five-Year Forecast and Forecast Key Assumptions– FY21 Budget Calendar / Funding Parameters–	Budget & Financial Review Meeting
March 12	Recommend Approval of the Draft FY19 Audit Report	Finance Committee
March 23	Q1 Financial Report due to Executive Team	Budget & Finance Staff
March 31	JWB Board Workshop Postponed until Further Notice	Board Workshop
March 31	Review FY20 Qtr 1 Financial Report and Lapse Forecast Review Updated Five-Year Forecast and Forecast Key Assumptions FY21 Budget Calendar/Funding Parameters FY21 Budget Kickoff - Budget Instructions	Budget & Financial Review Meeting
APRIL		
April 15	FY21 General Government Budget Submissions Due to Budget Staff (Revenue, Salaries & Benefits, Operating, Non-Administration, Program - Direct Services)	Department Heads
April 27	Discussion: FY21 Budget Calendar and Funding Parameters	Finance Committee
April 30	Preliminary Approval of FY21 Children and Family Services Budget	Budget & Financial Review Meeting
April 30	Q2 Financial Report due to Executive Team	Budget & Finance Staff
MAY		
May 1	Input preliminary Children and Family Programs Allocations into GEMS	Finance Staff
May 12	Approve Draft FY21 General Government Requests and any changes to Children and Family Services	Budget & Financial Review Meeting
May 14	Action: Board Selects TRIM Hearing Dates Board Approves FY19 Audit Report Board Approve Strategic Plan	Board Meeting
May 29	Review FY20 Qtr 2 Financial Report and Lapse Forecast Review Updated Five-Year Forecast Approve Draft FY21 Non-Administrative Budget Make any Revisions Needed to FY21 Budget to Incorporate Board-Approved Strategic Plan	Budget & Financial Review Meeting
JUNE		
June 1	Property Appraiser Delivers Preliminary Estimates of Taxable Values F.S. 200.065(7)	Budget Staff
June 11	Presentation of FY21 Proposed Budget & Revised Five-Year Forecast JWB Act Ch. 2003-320	Board Meeting
June 19	Budgets for Children and Family Program Allocations in GEMS due to JWB	Providers

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<i>Note: Highlighted sections are required by Florida Statutes or JWBs Act.</i>		
June 25	Discussion of FY21 Proposed Budget, Millage Rate, & Revised Five-Year Forecast	Finance Committee
JULY		
July 1	Property Appraiser Certifies Taxable Values F.S. 200.065(1)	Budget Staff
July 9	Adoption of Proposed FY21 Millage Rate and Proposed FY21 Budget	Board Meeting
TBD	Strategic Planning Workshop	Board Meeting
July 31	Q3 Financial Report Due to Executive Team	Budget & Finance Staff
August		
August 4	Property Appraiser is Notified of Proposed Millage Rate and Date/Time/Place of 1 st Public Budget Hearing F.S. 200.065(2)(b)	CEO and Budget Staff
August 14	Review FY20 Qtr 3 Financial Report and Lapse Forecast Updated FY21 Proposed Budget and Five-Year Forecast with Revised Lapse Projection **Deadline for FY21 Budget Changes. Any other changes will be handled as budget amendments after October 1st. **	Budget & Financial Review Meeting
August 18	Approve Summary of Changes to Proposed FY21 Budget Approve Release of FY21 Capital RFA Solicitation	Finance Committee
August 24	Property Appraiser mails TRIM Notices F.S. 200.065(2)(b)	Property Appraiser
SEPTEMBER		
September 15	Approve Release of FY21 Capital RFA Solicitation	Board Meeting
September 15	First Public Hearing to Adopt FY21 Tentative Millage Rate and Budget F.S. 200.065(2)(c)	Public Hearing
September 24	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 29	Final Public Hearing to Adopt Final FY19 Budget and Millage Rate F.S. 200.065(2)(d)	Public Hearing
OCTOBER		
October 2	JWB Distributes Adopted Resolutions to the Property Appraiser, Tax Collector and State Department of Revenue F.S. 200.065(4)	Budget Staff
October 8	Certification of Final Taxable Values F.S. 200.065(6)	Board, JWB Staff
October 29	JWB Certifies Compliance with Florida Statutes, to the Department of Revenue F.S. 200.068	JWB Staff