

ST. JOHNS COUNTY
TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2024

DATE	PARTICIPANTS	ITEM / ACTIVITIES
January 13, 2023	OMB	13th period reconciliation of carryforward balances reflected in Capital Improvement Projects (CIP).
February 21, 2023	County Commissioners / County Admin / OMB	Commission agenda to establish FY 2024 budget guidelines
February 27, 2023	County Admin / OMB / All Departments	Distribution of FY 2024 - 2028 CIP Forms and instructions to departments (via email).
February 27, 2023	County Admin / OMB / All Departments	Budget kickoff. Distribution of Budget Instructions / Guidelines via email.
March 1, 2023	OMB / All Departments	Budget System opens for entry.
March 24, 2023	County Admin / OMB / All Departments	Deadline for submission of CIP Requests by departments to OMB.
April 6, 2023	County Admin / OMB / CIP Ranking Team	Evaluation of CIPs by Ranking Team.
April 28, 2023	All Departments / Personnel Services	Deadline for requested budgets and new positions to be entered into the budget software.
April 28, 2023	All Departments	Deadline for all FY 2024 Department Fee Schedule updates.
May 5, 2023	OMB / All Departments	Complete Preliminary Revenue Projections.
May 22, 23 & 24, 2023	County Admin / OMB / All Departments	Administrator's budget workshop with departments and agencies.
June 1, 2023	Sheriff Clerk of Court Supervisor of Elections	Deadline for submission of Constitutional Officers Budget requests unless set for May 1 by BCC (F.S. 129.03 [2]).
June 1, 2023	Property Appraiser	Estimate of assessed property values (F.S. 200.065 [8]).
June 1, 2023	Property Appraiser	Submission of Property Appraiser's budget request - to Florida Department of Revenue (D.O.R.) - to BCC (F.S. 195.087 [1][a]).
June 2, 2023	County Admin / OMB	Complete Year-end and Mid-year budget review.
June 3, 2022	OMB	Complete compilation, correction, and verification of all departmental requested budget information.
July 1, 2023	Property Appraiser	Certification of taxable property values (Form DR-420) (F.S. 193.023[1] and 200.065[11]).

ST. JOHNS COUNTY
TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2024 (continued)

DATE	PARTICIPANTS	ITEM / ACTIVITIES
July 7, 2023	County Commissioners / County Admin / OMB	Submission of FY 2024 Recommended Budget Workbook to the Board of County Commissioners
July 15, 2023	Dept. of Revenue	Submission of budget amendments to Property Appraiser's budget from Florida Dept. of Revenue (D.O.R.) - to Property Appraiser - to BCC (F.S. 195.087 [1][a]).
July 18, 2023	County Commissioners / County Administrator	Submission of "Recommended Budget" and "Recommended CIP's" to the Board of County Commissioners (F.S. 129.03[3]).
August 1, 2023	Tax Collector	Submission of Tax Collector's Budget request - to Florida Dept. of Revenue (D.O.R.) - to BCC (F.S. 195.087 [2]).
August 1, 2023	County Commissioners / County Admin / OMB	Board sets Tentative Millage Rates for FY 2024 (F.S. 200.065 [2][a][4(b)]).
August 4, 2022	County Administrator / OMB / Finance	Notification to Property Appraiser of proposed millage rate, rolled back rate, date, time and place of First Public Hearing (Form DR-420) (F.S. 200.065 [2][b]).
August 11, 2023	OMB / All Departments	Deadline for submission of FY 2023 Budget Carry forwards to the FY 2024 Budget from departments and agencies.
August 15, 2023	County Commissioners / Property Appraiser / Dept. of Revenue	Property Appraiser's budget -BCC comment period ends -Final budget amendments from D.O.R. (F.S. 195.087 [1] [a]).
August 24, 2023	Property Appraiser	Mailing of Notices of Proposed Property Taxes (TRIM) (F.S. 200.065 [2][b]).
August 25, 2023	All Departments	Deadline for all FY 2024 Department Narrative Page updates.
September 5, 2023	County Commissioners / County Admin / OMB	Any changes of Non-Ad Valorem Assessment(s), such as Solid Waste Assessments, to BCC for Approval.
September 5, 2023	County Commissioners / County Admin / OMB	First Public Hearing to adopt proposed millage and FY 2024 budget (F.S. 200.065 [2][c]).
September 15, 2023	OMB	Newspaper advertisement of Second Public Hearing & Budget Summary Statement (F.S. 129.03 [3][b] and 200.065 [2][d] and [3][1]).
September 19, 2023	OMB /All Departments	Updated FY 2024 fee schedule to BCC for approval.
September 19, 2023	County Commissioners County Admin / OMB	Second and Final Public Hearing to adopt final millage and FY 2024 budget (F.S. 200.065 [2][d]).
September 22, 2023	OMB	Submit approved final millage and budget resolutions to Property Appraiser and Tax Collector (F.S. 200.065[4]).
October 18, 2023	County Admin / OMB	Submit TRIM Compliance Package to D.O.R. (Form DR-487) (F.S. 200.065 and 200.069).
December 17, 2023	County Admin / OMB	Submit application and four copies of budget for GFOA Distinguished Budget Presentation Award.