



Budget Process

October 2013

FY 13-14 Budget Calendar



<u>Time Frame</u>	<u>Description</u>	<u>Agency</u>
Feb 1 to March 25	<p>Starting the Process</p> <ul style="list-style-type: none"> * Prepare the budget system and review any changes to the bargaining unit contracts * Work with ITD to import personnel file * Get benefit costs by program / election from Employee Services * Pull payroll system data to calculate Citywide benefit/earnings items 	Budget Office
February 26	Provide operating budgets and personnel expense detail to internal service providers	Budget Office
March 25	<p>Budget kickoff briefing with Departments and Constitutional Officers</p> <ul style="list-style-type: none"> * Budget Officer provides background / general focus for the upcoming budget year * Electronic reports, budget forms and personnel expense detail are sent to Departments 	<p>Finance</p> <p>Budget Office</p>

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March 25 to April 19	Departments and Constitutional Officers prepare their budget requests including revenue and expenditures, personnel changes and required budget documentation	Departments Constitutionals
April 19	Budget submissions, along with required backup, are due to the Budget Office	Departments Constitutionals
April 19 to May 20	Budget Office reviews budget submissions	Budget Office
May 20 to June 4	Budget Office meetings with Departments and Constitutional Officers to discuss the current budget and any changes by the Budget Office * Departments and Constitutional Officers receive revised reports * Department and Constitutional Officers discuss issues with the Budget Officer and any agreed upon changes are loaded into the system	Budget Office Departments Constitutionals
May 31	Preliminary estimates of taxable values are due	Property Appraiser

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<u>Time Frame</u>	<u>Description</u>	<u>Agency</u>
June 1 to July 1	Mayor / Administration determine the course of action to address any budgetary gap <u>Significant Budgetary items are still in flux</u> Debt Service requirements Interest income / finance cost assumptions Police & Fire Pension costs	Mayor/Admin Budget Office Departments Constitutionals
July 1	Certification of taxable values are due	Property Appraiser
July 1 to July 15	Mayor / Administration determine the course of action to address any remaining budgetary gap * Balance all subfunds included in the Mayor's proposed budget * Prepare proposed budget document and coordinate with OGC to get budget ordinances in good form	Mayor/Admin Budget Office Budget Office
July 15	Present balanced budget to Council and file required budget ordinances and associated schedules	Budget Office OGC

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<u>Time Frame</u>	<u>Description</u>	<u>Agency</u>
July 15 to Sept 16	Council Auditors Office reviews the proposed budget and makes recommendations to the Finance Committee	Council Auditor
July 23	City Council adopts maximum millage that can be levied via resolution F.S. 200.065 requires Council to advise the Property Appraiser of the proposed millage rate, current year rolled-back rate, and date, time and place of the tentative budget hearing within 35 days of the Property Appraiser's July 1st certification of preliminary taxable values	City Council OGC
Aug 8 to Sept 5	Finance Committee hearings on proposed millage rate and budget are held	Finance Com. Council Auditor
Sept 10	Finance Committee presents their amended budget to the full Council and initial public hearings on the budget and millage levy are held	Finance Com. Council Auditor OGC

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<u>Time Frame</u>	<u>Description</u>	<u>Agency</u>
Sept 16	Final Finance Committee hearing to "lay the budget on the table" City ordinance code section 106.210 requires that the annual budget enacted by the Council be filed and available for public inspection for not less than seven days	Finance Com. Council Auditor OGC
Sept 24	Final millage levy ordinances and budget ordinance are adopted by Council	City Council
Oct 1	New fiscal year begins	