

## FY24 BUDGET DEVELOPMENT CALENDAR

*Note: Highlighted sections are required by Florida Statutes or JWBs Act.*  
 Color Key: Board / Finance Committee / Internal Staff

<u>Date*</u>	<u>Activity*</u>	<u>Participants</u>
<b>JANUARY</b>		
January 12	Action: Board Selects TRIM Hearing Dates	Board Meeting
January 19	FY24 Discussions: 1. Preliminary COLA % Assumptions for Staff 2. Preliminary COLA % and Eligibility Assumptions for Programming	Executive Team
<b>FEBRUARY</b>		
February 2	FY23 & FY24 Future Programming	Executive Team
February 10	Review Five-Year Forecast scenarios and Forecast Key Assumptions	CEO, CFO, and Budget Staff
February 23	Recommend Approval of the FY22 Annual Comprehensive Financial Report (ACFR) Discuss FY24 Budget Calendar and Five-Year Forecasts Key Assumptions	Finance Committee
<b>MARCH</b>		
March 9	Action: Board Approves FY22 Audited Financial Statements	Board Meeting
March 23	Personnel Calculations due to Budget Staff	HR Staff
<b>APRIL</b>		
April 4	Funding Parameters Discussions: 1. FY24 - FY27 Future Programming 2. Capital RFA 3. Contingency 4. Program Continuation Changes 5. Organizational Changes - Admin (inc. salary reserve)	Executive Team
April 12	FY24 Budget Kickoff - Budget Instructions	Managers Meeting
April 17	FY24 Discussions: 1. COLA % Assumptions for Staff 2. New Staff Positions 3. COLA % and Eligibility Assumptions for Programming	Executive Team
April 27	Discussion: Five Year Forecast FY24 Funding Parameters	Finance Committee
<b>MAY</b>		
May 1	Notify Agencies of their Children and Family Program Allocation Amounts	Program Consultants
May 1	FY24 Revenue, General Government, & Program - Direct Services Budget Submissions Due to Budget Staff	Department Heads
May 10	Review FY24 Revenue, General Government & Program - Direct Services	Managers Meeting
May 22	Preliminary FY24 Non-Administration and IT department Budgets due to Budget Staff	Director of IT
<b>May 30</b> <del>May 31</del>	FY23, Q2 Lapse Projection Discussion	Executive Team, Program Finance, Program Administration, Program Evaluation, and Budget Staff
<b>JUNE</b>		
June 1	Property Appraiser Delivers Preliminary Estimates of Taxable Values F.S. 200.065(7)	Budget Staff
June 2	Review Preliminary Taxable Values, Five Year Forecast Scenarios, and Key Forecast Assumptions	CEO, CFO, and Budget Staff
June 8	Presentation of FY24 Proposed Budget & Revised Five-Year Forecast JWB Act Ch. 2003-320	Board Meeting
June 16	Budgets for Children and Family Program Allocations in Grants Management Software due to JWB	Providers
June 22	Action: Review FY24 Proposed Budget, Millage Rate, & Revised Five-Year Forecast for Board Recommendation	Finance Committee
<b>JULY</b>		
July 1	Property Appraiser Certifies Taxable Values F.S. 200.065(1)	Budget Staff
July 3	Review Certified Taxable Values, Five Year Forecast Scenarios, and Key Forecast Assumptions	CEO, CFO, and Budget Staff
July 13	Adoption of Proposed FY24 Millage Rate and Proposed FY24 Budget	Board Meeting
July 28	**Deadline for FY24 Budget Changes. Any other changes will be handled as budget amendments after October 1st. **	Budget Staff

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<b>August</b>		
August 2	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	Update FY24 Proposed Budget and Five-Year Forecast with Revised Lapse Projection	Budget Staff
August 21	Property Appraiser mails TRIM Notices F.S. 200.065(2)(b)	Property Appraiser
August 24	Discuss Summary of Changes to Proposed FY24 Budget & Revised Five-Year Forecast	Finance Committee
<b>SEPTEMBER</b>		
September 6	First Public Hearing to Adopt FY24 Tentative Millage Rate and Budget F.S. 200.065(2)(c)	Public Hearing
September 17	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 20	Final Public Hearing to Adopt Final FY24 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
<b>OCTOBER</b>		
October 1	FY24 Begins	N/A
October 2	Final Taxable Value (DR-422) Received from Property Appraiser	Budget Staff
October 5	Return Form DR-422 to Property Appraiser for Certification of Final Taxable Values F.S. 200.065(6) within 3 days of receipt	Board, JWB Staff
October 20	Final Budget Posted to JWB's Website; JWB Certifies Compliance with Florida Statutes, to the Department of Revenue F.S. 200.068 (not later than 30 days after Final Public Hearing)	JWB Staff