

## FY25 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 5	Meeting to Discuss: 1. Discuss prior year lapse to inform FY25 budget instructions and update future year lapse projections 2. Review and approve reduction recommendations 3. Preliminary COLA % Assumptions for Staff 4. Preliminary COLA % and Eligibility Assumptions for Programming	Executive Team, Program Finance, and Budget Staff
January 24	Notify Agencies of Process to Request FY25 Program Allocation Increases	Chief Program Officer
January 31	Meeting to Discuss FY25 Budget Calendar	Managers
January 31	Meeting to Discuss: Five-Year Forecast scenarios and Forecast Key Assumptions Discussion	Executive Team, Program Finance, and Budget Staff
<b>FEBRUARY</b>		
February 13	Agency Application Due Date to Request FY25 Program Allocation Increases	Providers
February 14	Meeting to Discuss: Five-Year Forecast scenarios and Forecast Key Assumptions Discussion	Executive Team, Program Finance, and Budget Staff
February 15	Board Meeting to take Action: Board Selects TRIM Hearing Dates	Board
<b>MARCH</b>		
March 1	Finance Committee Meeting to: Recommend Approval of the FY23 Annual Comprehensive Financial Report (ACFR) Discuss FY25 Budget Calendar	Finance Committee
March 21	Board Meeting to take Action: Board Approves FY23 Audited Financial Statements	Board
March 22	Personnel Calculations due to Budget Staff	HR Staff
March 27	FY25 Budget Kickoff Meeting	Managers
<b>APRIL</b>		
March 27-April 2	Meeting to Discuss Funding Parameters (1st of Two Meetings): 1. FY25 - FY29 Future Programming 2. Capital RFA 3. Staff COLA % and any New Staff Positions 4. Program COLAs and Continuation Changes 5. Organizational Changes - Admin (inc. salary reserve) 6. Property Value assumptions and Millage Rate scenarios	Executive Team, Program Finance, and Budget Staff
April 5	FY25 Program Allocation Increases due to Budget Staff	Executive Team
April 11	Notify Agencies of Proposed COLAs and provide opportunity to opt out	Chief Program Officer
April 15	Meeting to Finalize Funding Parameters	Executive Team, Program Finance, and Budget Staff
April 19	Agency due date to notify JWB if they want to opt out of COLA	Providers
April 25	Finance Committee Meeting Discussion: Five Year Forecast FY25 Funding Parameters	Finance Committee
April 26	FY25 Revenue, General Government, & Program - Direct Services Budget Submissions Due to Budget Staff	Managers

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<b>MAY</b>		
May 3	Notify Agencies of their Children and Family Program Allocation Amounts	Program Consultants
May 8	Meeting to Review FY25 Revenue, General Government & Program - Direct Services	Managers
May 30	FY25 Non-Administration, Capital, and IT department Budgets due to Budget Staff	Director of IT
May 30	Meeting to Discuss: FY24, Q2 Lapse Projection	Executive Team, Program Finance, and Budget Staff
<b>JUNE</b>		
June 1	Property Appraiser Delivers Preliminary Estimates of Taxable Values F.S. 200.065(7)	Budget Staff
June 6	Meeting to Review Preliminary Taxable Values, Five Year Forecast Scenarios, and Key Forecast Assumptions	CEO, CFO, and Budget Staff
June 11	Meeting to Review FY25 Proposed Budget, Millage Rate & Revised Five-Year Forecast for Finance Committee	CEO, CFO, and Budget Staff
June 14	Budgets for Children and Family Program Allocations in Grants Management Software due to JWB	Providers
June 20	Board Meeting: Presentation of FY25 Proposed Budget & Revised Five-Year Forecast JWB Act Ch. 2003-320	Board
June 27	Finance Committee Meeting to take Action: Review FY25 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	Meeting to Review Certified Taxable Values, Five Year Forecast Scenarios, and Key Forecast Assumptions	CEO, CFO, and Budget Staff
July 18	Board Meeting: Adoption of Proposed FY25 Millage Rate and Proposed FY25 Budget	Board
July 30	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
July 31	**Deadline for FY25 Budget Changes. Any other changes will be handled as budget amendments after October 1st. **	Budget Staff
<b>August</b>		
August 6	Update FY25 Proposed Budget and Five-Year Forecast with Revised Lapse Projection	Budget Staff
August 19	Property Appraiser mails TRIM Notices F.S. 200.065(2)(b)	Property Appraiser
August 22	Finance Committee Meeting: Discuss Summary of Changes to Proposed FY25 Budget & Revised Five-Year Forecast	Finance Committee
<b>SEPTEMBER</b>		
September 12	Board Public Hearing: First Public Hearing to Adopt FY24 Tentative Millage Rate and Budget F.S. 200.065(2)(c)	Board
September 18	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 23	Board Meeting: Ratify Finance Committee Recommendations <span style="float: right;">Board</span> Public Hearing: Final Public Hearing to Adopt Final FY24 Budget and Millage Rate F.S. 200.065(2)(d)	Board
September 26	JWB Distributes Adopted Resolutions to the Property Appraiser, Tax Collector and State Department of Revenue F.S. 200.065(4)	Budget Staff
September 30	Final Taxable Value (DR-422) Received from Property Appraiser	Budget Staff
<b>OCTOBER</b>		
October 1	FY25 Begins	N/A
October 3	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 23	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