

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
BUDGET CALENDAR, FISCAL YEAR 2025
Proposed Timetable

Date 2024,	Day	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
February 21,	Wednesday	Board of County Commissioners	Approval of the FY 2025 Budget Timetable. Regular BOCC meeting Key West	
April 15,	Monday	Senior Management Team, TDC Executive Director	OMB deadline for submission- <u>budget</u> requests for all Internal Service Funds, Capital and departments including TDC, GAL and Medical Examiner.	
May 10,	Friday	TDC Executive Director, State Attorney, Housing Authority, Judicial, and Health Department	Deadline for other agencies budgets to OMB.	
On or before June 1,	Saturday	Constitutional Officers	Submission of budget requests to the County Administrator.	Section 129.03(2) Florida Statutes
June 10-13,	Monday-Thursday	Human Service Advisory Board	This is the last date to receive input from the Human Service Advisory Board.	
June 25-June 28,	Tuesday-Friday		FAC 2024 Annual Conference & Exposition	
July 1,	Monday	Property Appraiser	The Property Appraiser certifies, to each taxing authority, the taxable value within the jurisdiction of the taxing authority on Form DR-420.	Section 129.03(1) Florida Statutes
July 1-31		Board of County Commissioners	The Board of County Commissioners' (BOCC) Budget Officer delivers a tentative budget to the board. No meeting required.	Section 129.03(3) Florida Statutes
July 12-15,	Friday-Monday		National Association of Counties (Naco) Annual Conference www.naco.org	
July 18,	Thursday	Board of County Commissioners	Special Meeting for discussion of Budget. Announcement of Proposed Millage Rates and selection of dates, times and places for public hearings. Approval to advise the Property Appraiser of proposed millage rates.10 A.M. Marathon	Sections 129.03(3)(a) and 200.065(2)(b) Florida Statutes
August 4,	Sunday	Office of Management and Budget	Last day to advise the Property Appraiser of the Proposed Millage Rates, current year rolled-back rate and the date, times and place of the Tentative Budget Hearing. Certifies the completed DR-420, DR-420MMP and any additional forms and returns to the Property Appraiser.	Section 200.065(2)(b) Florida Statutes
No later than August 24,	Saturday	Property Appraiser	Property Appraiser mails out the Notice of Proposed Property Taxes to each taxpayer listed on the current year assessment roll. (TRIM Notices)	Sections 200.065(2)(b) and 200.069 Florida Statutes
September 4,	Wednesday	Board of County Commissioners	First Public Hearing Adoption of Tentative Budget and Millage Rate 5:05 P.M. Key West	Sections 129.03(3)(c), 200.065(2)(c) and 200.065(2)(e), Florida Statutes
September 7,	Saturday	Office of Management and Budget	Budget Ad to be published in newspaper for final budget hearing.	Section 200.065(2)(d), Florida Statutes
September 11,	Wednesday	Board of County Commissioners	Final Public Hearing (Regular BOCC meeting day) Adoption of Final Budget and Millage Rate 5:05 P.M. Key Largo	Sections 129.03(3)(c), 200.065(2)(d) and 200.065(2)(e), Florida Statutes
Following final budget adoption		Board of County Commissioners	Notify the Sheriff, in writing, of the specific action taken on the proposed fiscal year 2024-2025 budget appropriations of the Sheriff.	Section 30.49(4), Florida Statutes
September 14,	Saturday	Office of Management and Budget	Within 3 days of Final Hearing, the Resolution adopting final millage and budget to Property Appraiser, Tax Collector and the Dept. of Revenue.	FL Administrative Code 12D-17.003(f)
October 11,	Friday	Office of Management and Budget	Within 30 days of adoption of final millage and budget, submit TRIM package (DR-487) to Dept. of Revenue. Certify final millages to Property Appraiser via DR-422 and DR-422DEBT (if any debt). Post summary budget on website.	Section 129.03(3) Florida Statutes FL Administrative Code 12D-17.003(h)