

## Budget Adoption Schedule for FY 2016 - City of Winter Haven

January 2015						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### January

12 Create and distribute to departments Instruction Booklets, Personnel and Budget Worksheets from NWS (Note - this will reflect only the first quarter of the fiscal year balances)

### April

3 Deadline for budget input / attach documents in NWS  
6-17 Budget staff review calculations of budget proposals and confer with City Manager's Office

20-30 City Mng'r Office & Finance Director review budget proposals with departments and make necessary revisions

### May

1-8 Continue with budget reviews  
11-29 Estimate revenues, balance expense to revenues.

### June

1\* Estimate of taxable value from Property Appraiser  
5 Present Tentative Budget to Commission, post budget document on website  
15-30 Commission budget work sessions

### July

1\* Property Appraiser certify tax roll  
1-27 Continue with Commission budget work sessions  
27 City Commission establish millage rate, set workshop and set date / time for budget 1st public hearing

### August

4\* Latest possible date we can notify County Property Appraiser of proposed millage rate; rolled back rate; date, time and place of required public hearing on proposed millage rate and tentative budget (35 days after Certification of Value)  
4-22 City Manager and staff make budgetary revisions resulting from budget work sessions, update budget estimates.

### September

3\* Publish statute-required advertisement of public hearing on final adoption of budget and setting final millage rate (w/ supplementary advertisement, if required). Revise website.  
15\* City Commission hold required public hearing & adopt tentative budget on first reading; announce percentage, if any, that proposed millage rate exceeds the rolled back rate  
28\* Hold public hearing on ordinance; adopt budget ord.; on second reading; set final millage rate (City Clerk must publish usual legal ad for second reading of ordinance and Finance Director must publish required TRIM advertisement).  
Post final budget document on website.

### October

1 Budget becomes effective

\* Actions/dates required by Fl. Statutes & conform to time restrictions set forth by statute. Advertising and hearing dates may be adjusted to avoid statute-prohibited conflicts w/School Board & Co. Comm hearing.

July 2015						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31