

**Sumter County Board of County Commissioners**  
**Budget Calendar**  
**Fiscal Year 2023/2024**

Date	Activity	Participants	Reference
January	Obtain budget access list from Department Heads and set up roles in GovMax.	OMB	
February 10	Distribution of Budget Preparation information for departments and other agencies	OMB	
February 13-24	GovMax training for departments	Department Heads, OMB	
February 28	GovMax budget review activated for departments	Department Heads, OMB	
March - April	Departments compile budget requests	Department Heads, OMB	
March 31	CIP Forms due to OMB	Department Heads, OMB	
April 14	Budget requests due to Budget Analysts	Department Heads, OMB	
May - June	OMB and CA reviews department budgets and meets with departments as needed.	OMB	
May 1	Budgets, Performance Measures & revised CIP documents are due from Department Heads, other agencies & Constitutional Officers (CO), except Property Appraiser (PA)	Department Heads, CO less PA, VCCDD, agencies, OMB	Section 129.03(2) Florida Statutes
May 15	Department GovMax access view only	OMB	
June 1 No later than June 1	PA submits budget to the County Administrator	CA, PA	Section 195.087 Florida Statutes
June 30	Final budget updates entered in GovMax	OMB	
July 1	PA certifies assessment of all property values on DR-420, DR-TIF	PA	Section 200.065(1) Florida Statutes
July 5	Proposed Budget to CA	CA, OMB	
July 7	Proposed Budget distributed to BOCC	OMB	
July 11 & 12	BOCC Workshop July 11 – BOCC budgets July 12 – CO budgets	BOCC, CA, CO, OMB	Sections 129.03(3) and 200.065(2)(b) Florida Statutes
July 14	FY 23/24 budget due from North Sumter County Utility Dependent District (NSCUDD)	CA, OMB	Sumter County Ordinance Sec. 22-23
July 18	BOCC sets Fire MSBU annual rate	BOCC	
July 21	Submit Fire MSBU annual rate to PA	OMB, PA	
July 28	NSCUDD budget to BOCC for approval unless NSCUDD seeks to levy a property tax at which time the approval becomes part of the normal BOCC millage and budget public hearing process	BOCC, CA, OMB	Sumter County Ordinance Sec. 22
July 31	Project carry forwards due to OMB	Department Heads, OMB	
August 1 No later than 35 days from PA certification	CA certifies DR-420, DR-420MMP, and DR-TIF TRIM forms	CA, OMB	Section 200.065(2)(b) Florida Statutes

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<b>August 23</b> No later than 55 days from PA certification	PA mails out the TRIM Notice to each taxpayer listed on the current year assessment roll	PA	Sections 200.065(2)(b) and 200.069 Florida Statutes
<b>September 12</b> 65 - 80 days from PA certification	First Public Hearing for adoption of Tentative Budget and Millage Rate	BOCC, CA	Section 200.065(2)(c) Florida Statutes
<b>September 15</b>	Transmit Fire Assessment Memo and Tax Roll to Tax Collector and Property Appraiser	OMB	Section 197.3632(5)(a)
<b>September 22</b>	Advertise final millage and budget hearing within 15 days of adopting tentative budget	OMB	Section 200.065(2)(d) Florida Statutes
<b>September 26</b> Within 2 - 5 days of advertisement	Final Public hearing for adoption of Final Budget and Millage Rate (after regular BOCC meeting)	BOCC	Sections 129.03(2)(c-e) Florida Statutes
<b>September 29</b> Within 3 days of Final Hearing	Last day to notify the PA, TC, TRIM of Final Millage Rates via DR-422 (E-TRIM)	OMB	Sections 200.065(4) Florida Statutes
<b>October 13</b>	Last day to submit final budget and county's economic status to the Office of Economic and Demographic Research.	OMB	Section 129.03 (3)(d) Florida Statutes
<b>October 26</b> Within 30 days of Final Hearing	TRIM Compliance Package to FL Dept. of Revenue; Final adopted budget posted on website	OMB	Sections 200.065(2)(d) Florida Statutes