

CITY OF GREEN COVE SPRINGS FY 2025 BUDGET CALENDAR

DATE(S)	ACTIVITY	PARTICIPANTS
<i>APRIL 2024</i>		
T 16	Budget kick-off meeting - distribute Operating Budget & CIP Worksheets	City Manager, Finance, Depts
<i>MAY 2024</i>		
T 14	Dept. heads submit Operating Budgets and Capital Improvement Worksheets to Finance	Finance, Depts
<i>JUNE 2024</i>		
M-TH 3-6	City Manager meets with individual dept heads to review Operating Budgets and Capital Improvement Worksheets	City Manager, Finance, Depts
M-W 10-27	City Manager & Finance prepare Operating and Capital Improvement Budgets	City Manager, Finance
<i>JULY 2024</i>		
M 1	Receive DR420 from Property Appraiser Contact School Board, & BOCC for hearing dates (TBD)	Finance Finance Director
M-TH 1-25	Finalize Budget & CIP	City Manager, Finance Director
TH 25	City Manager submits Operating Budget & Final CIP to Council	City Manager
T 23	Council establishes tentative millage rate and sets dates for public hearings.	
<i>AUGUST 2024</i>		
TH 1	Finance certifies millage rate to tax appraiser & 1st hearing date to adopt tentative budget, millage & CIP - due within 35 days of certification. Send DR420 & MMP to Appraiser & Tax Collector	Finance Director
TH 8	8 AM Budget Workshop for Outside Agencies, Health Insurance Plan and All Utility Enterprise Funds & associated CIP, General Fund Revenues and Expenditures & associated CIP, Police Building Capital Improvement Fund, Spring Park Capital Improvement Fund, Building Special Revenue Fund & associated CIP, and Special Law Enforcement Trust Fund	Council, City Manager, Depts
T 13	8 AM Budget Workshop - Review/Complete any unfinished Budget Issues	Council, City Manager, Depts
M 19	Estimated Date: Notice of Proposed Millage Rates mailed to taxpayers by County	Council, City Manager, Depts
TH 22	Tentative Budget put on website to announce public hearing dates	Finance

CITY OF GREEN COVE SPRINGS FY 2025 BUDGET CALENDAR

SEPTEMBER 2024

T	3	Tentative budget, millage and CIP hearings/ adoption	Council, City Manager, Depts
----------	----------	---	-------------------------------------

1st reading of Resolution to pass Millage, Budget and CIP
Cannot be held sooner than 10 days after notices mailed by appraiser

F	6	Send ads to newspaper for advertising in Clay Today newspaper-final budget & millage hearings/adoption on 9/17/24. Send Budget Summary & Notice of Tax Increase/Decrease (Make sure proper summary is used due to whether rolled back rate & millage are equal). Clay Today uses a Thursday date	Finance Director
----------	----------	--	------------------

TH	12	Ad appears in Clay Today for final hearing on budget & millage	Clay Today
-----------	-----------	--	------------

T	17	Final Hearing on budget, millage, CIP & adoption of all	Council, City Manager, Depts
----------	-----------	--	-------------------------------------

Must be within 15 days after tentative adoption- must be at least 2 but not greater than 5 days after the ad

2nd and Final hearing on Ordinance to adopt Millage, Budget and CIP.

W	18	Fax & mail Precertification to DOR Form 487V along with millage resolutions	Finance Director
----------	-----------	---	------------------

F	20	Certify adopted millage to Property Appraiser, Tax Collector & DOR (within 3 days of final hearing) (Send resolution on millage only) Send to DOR as well. Receipt of Resolution is official notification of millage approved by Council	Finance Director
----------	-----------	--	------------------

OCTOBER 2024

T	1	Put final Budget on website	Finance
----------	----------	-----------------------------	---------

W	2	Complete & certify DR - 422 on E-Trim to Property Appraiser, Tax Collector, & DOR Must be within 3 days of receipt of form from Property Appraiser. Send form 487V to DOR - include DR420 MM in TRIM package	Finance Director
----------	----------	---	------------------

TH	3	Certify compliance with SS 200.065 & SS 200.068 to DOR within 30 days of final adoption. Send Form 487, Cover Sheet, DR422 & 487V to DOR - include DR 420-MM in TRIM package.	Finance Director
-----------	----------	---	------------------