

## Town of Lake Park

### **2024/25 Budget Calendar**

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<b><u>Dates</u></b>	<b><u>Required Budget Action</u></b>
April 26	Fiscal year 2024/2025 proposed budgets available for updates
May 1	Present Budget Calendar at the Commission Meeting
May 8	Department Priorities schedule due back to Finance
May 16	Budgets due back to Finance for review
May 31	Estimate of Taxable Value received from Property Appraiser
June 10-14	Individual budget meetings with Department Heads
June 5	Receive the Commission's Priorities at the June 19, 2023 meeting
July 1	Property Appraiser submits Certificate of Taxable Value (DR420)
June 28	Preliminary budget is delivered to the Commission
<b><u>July 3</u></b>	Town Commission holds a preliminary <u>discussion</u> of the 2024/2025 Budget to review the budget and at the Town Commission Meeting sets the <u>not-to-exceed proposed millage rate</u> , and sets <u>the date, time and place of the first public hearing</u> (September 3)
July 23 – July 26	Proposed millage rate & calculation of rolled back rate and date for first public hearing on budget due to Property Appraiser (within 35 days of receipt of taxable value)
August 2-6	One-on-one meetings with the Commission
<b><u>August 21</u></b>	Town Commission holds a <u>Budget Workshop</u> to hear public comment, review the Fund Budgets, and discuss Town's Initiatives
<b><u>September 5</u></b>	First Public Hearing on budget at 6:30 in the Town Commission Chambers; adoption of a tentative millage rate and proposed operating budget. Subject to blackout dates from Palm Beach County Commission and Palm Beach County - School Board.
September 13-15	Run TRIM budget ad in newspaper for Saturday September 14
<b><u>September 18</u></b>	Final (second) public hearing on budget; adoption of millage rate and 2023/2024 budget. Subject to blackout dates from Palm Beach County (PBC) and Palm Beach County School District (PBCSD), dates have been published.
<b><u>September 4</u></b>	PBC-School Board meeting date
<b><u>September 9 &amp; 17</u></b>	PBC Board of Commissioners meeting dates
<b><u>Sept 24-Oct 6</u></b>	Proof of Publication (newspaper certifies), Ordinance of final millage, Ordinance adopting the Budget and entire pages from all newspaper budget ads – mailed certified/return receipt to the Department of Revenue
<b><u>October 6</u></b>	Certifying to Tax Collector and Taxing Authorities

**Lake Park Community Redevelopment Agency**  
**2024/25 Budget Calendar**

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<b><u>Dates</u></b>	<b><u>Required Budget Action</u></b>
April 26	Worksheets available to staff
May 31	Estimate of Taxable Value received from Property Appraiser
Week of June 3	Budget meeting with the Executive Director, HR, Finance, and Public Works to review and set a proposed budget
June 11	Budgets due back to Finance for review
July 1	Property Appraiser submits Certificate of Taxable Value (DR420)
July 14	Preliminary budget is delivered to the CRA Board
Aug 1	Budget meeting with the Executive Director, HR, Finance, and Public Works to review changes necessary as a result of the Certificate of Taxable Value
August 5 - 9	One-on-one meetings with the Board Members
<b><u>August 21</u></b>	The CRA Board holds a special call <u>Budget Meeting</u> to review the budget. The Board will either: accept the Budget; or give staff recommendations and set a date for a second CRA Board Meeting.