

## Town of Lake Park

### **2023/24 Budget Calendar**

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| <b><u>Dates</u></b>                | <b><u>Required Budget Action</u></b>   |
|------------------------------------|--|
| April 18                           | Fiscal year 2023/2024 proposed budgets available for updates   |
| May 3                              | 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 26                             | Estimate of Taxable Value received from Property Appraiser   |
| June 12-16                         | Individual budget meetings with Department Heads   |
| June 21                            | Receive the Commission's Priorities at the June 21, 2023 meeting   |
| June 27                            | Property Appraiser submits Certificate of Taxable Value (DR420)  |
| June 30                            | Preliminary budget is delivered to the Commission  |
| <b><u>July 5</u></b>               | Town Commission holds a preliminary <u>discussion</u> of the 2023/2024 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 5) |
| July 24 – July 28                  | 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 3-7                         | One-on-one meetings with the Commission  |
| <b><u>August 16</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 11-13                    | Run TRIM budget ad in newspaper for Saturday September 16  |
| <b><u>September 20</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 6</u></b>          | PBC-School Board meeting date  |
| <b><u>September 7 &amp; 26</u></b> | PBC Board of Commissioners meeting dates   |
| <b><u>Sept 23-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**  
**2023/24 Budget Calendar**

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| <b><u>Dates</u></b>     | <b><u>Required Budget Action</u></b>   |
|-------------------------|--|
| April 18                | Worksheets available to staff  |
| May 26                  | Estimate of Taxable Value received from Property Appraiser   |
| Week of June 1          | 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   |
| June 27                 | 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 3-7              | One-on-one meetings with the Board Members   |
| <b><u>August 16</u></b> | The CRA Board holds a special call <u>Budget Meeting</u> to review the budget.<br>The Board will either: accept the Budget; or give staff recommendations and set a date for a second CRA Board Meeting. |