

FY 2026 BUDGET CALENDAR



LEVY COUNTY
FLORIDA

Item #	Date Started	Date Completed	Task Description	Meeting Date	Meeting Description
1	2/17/2025	3/24/2025	Department heads or designee prepare and submit Next Year Capital Budget Forms for approval		
2	3/24/2025	4/9/2025	Fin/Bud Director prepare Budget Workshop Deliverable #1 - Fund Balance/Net Position "Reserve" Analysis and Preliminary Capital Improvement Plan overview		
	3/24/2025	4/16/2025	Fin/Bud Team prepares Budgeted Position Control Management and Budgeted Benefits Management		
4	4/16/2025	5/9/2025	Forms	4/22/2025	Budget Workshop #1 - Historical financial overview, reserve analysis, initial capital improvement plan presentation
5	4/16/2025	5/9/2025	Department heads update Next Year Capital Forms as needed, based on results of Budget Workshop #1		
6	5/12/2025	5/21/2025	Fin/Bud Director prepare Budget Workshop Deliverable #2 - Updated Capital Improvement Plan and Position Listing & Benefits Overview		
7			Department heads prepare and submit Next Year Operating Expense Detail Forms and Next Year Expense Forms	6/3/2025	Budget Workshop #2 - Updated Capital Improvement Plan and Position Listing & Benefits Overview and Preliminary Assessment Updates
8	5/9/2025	5/30/2025	Fin/Bud Team (with help from various departments, as needed) prepares and submits Next Year Revenues Forms		
9	5/9/2025	5/30/2025	Sheriff, Clerk of Court and Supervisor of Elections submit tentative budgets to BoCC (129.03(2), F.S.)		
		6/1/2025	Property Appraiser gives courtesy notice of budget to BoCC (195.087, F.S.)		
10	6/2/2025	6/18/2025	Fin/Bud Director prepare preliminary budget book		
11		7/1/2025	Property Appraiser certifies taxable value to BoCC on Form DR-420 (129.03 & 200.065, F.S.)	6/25/2025	Budget Workshop #3 - Preliminary Budget Document and Meeting to adopt Preliminary Assessment Resolutions
			Department heads update budget forms (capital, operating, expense, revenue) as applicable, based on results of Budget Workshop #3 and in collaboration with Fin/Bud Director and County Manager		
12	6/26/2025	7/11/2025	Fin/Bud Director prepare Budget Workshop Deliverable #4 - Ad Valorem Tax Analysis & Preliminary Budget Book - Summary of Changes		
13	7/14/2025	7/16/2025			
14			Fin/Bud Director submit DR-420 and provide Property Appraiser with copy of completed submission	7/22/2025	Budget Workshop #4 - Ad Valorem Tax Analysis & Preliminary Budget Book - Summary of Changes
15	7/24/2025	7/30/2025	Tax Collector gives courtesy notice of budget to BoCC (195.087, F.S.)		
		8/1/2025			

16	7/24/2025	8/8/2025	Department heads update budget forms (capital, operating, expense, revenue) as applicable, based on results of Budget Workshop #4 and in collaboration with Fin/Bud Director and County Manager
17	8/11/2025	8/13/2025	Fin/Bud Director prepare Budget Workshop Deliverable #5 - Tentative Budget Book & Summary of Changes From Previous Version
18		TBD	County advertises public hearing to adopt Annual Assessment Resolutions
		TBD	TRIM notices mailed by Property Appraiser
19	8/21/2025	9/3/2025	Budget Director prepares and submits agenda memos Resolutions for Proposed millage rate and Tentative budget adoption.
20		TBD	Budget Director coordinate with newspaper advertisement of public hearing on Resolutions for Final millage and Final budget adoption
21	9/11/2025	9/17/2025	Fin/Bud Director prepare and submit agenda memos public hearing Resolutions for Final millage rate and Final budget adoption
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23	9/25/2025	9/29/2025	Fin/Bud Director provides the signed millage and budget adoption ordinances to TRIM, PCTC Tax Roll Support, and PCPA
24	9/29/2025	10/3/2025	Fin/Bud Director completes and submits online the Form DR-422 and TRIM compliance package via the OASYS E-portal

8/19/2025	Budget Workshop #5 - Tentative Budget Book & Summary of Changes From Previous Version
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9/2/2025	Special Meeting (must be at least 20 days after mailing of TRIM notices) to adopt Annual Assessment Resolutions
9/9/2025	Proposed Millage & Tentative Budget Adoption - Public Hearing (5:01PM and no School Board conflict)

9/23/2025	Final Millage & Final Budget Adoption - Public Hearing (5:01PM and no School Board conflict)
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