

COUNTY OF VOLUSIA

FY 2009-10 BUDGET ACTIVITIES CALENDAR

Date Range by Start Date	Responsible Party	Activity Description
January 1 - 27	Budget	Preparation and Test of SBFS and PB systems
January 5 - February 2	Budget	Preparation of ACCESS systems as needed Analyst prepare FY 2008-09 Ending Fund Balance Analysis
January 13 - 20	Budget/IT/CGI	Test of HR to SBFS data transfer Preliminary SBFS Salary Projection
January 15 - 30	Budget Director/CFO	Discuss specific direction for FY10 budget submissions
January 16 - 30	Budget	Analysis of State Legislature funding decisions
January 19	Management Specialist	Set up meeting room for Budget Kickoff
January 20-30	Budget	Finalize budget forms and Budget Prep Manual for Budget Kickoff and departmental submission
February 2	County Manager, Deputy County Managers, Department Directors	County Manager's Budget Discussion
February 2	Budget, OMB Director	Submit preliminary fund balance calculations to OMB Director
February 2 - 6	Budget/IT/CGI	Info Advantage Training SQL report training
February 12-14	Budget	Reconcile Position Control FY09 SBFS Salary Projection for Estimated Expenses
February 16	Budget	Finalize Admin Service Charges; review with OMB Director
February 19	County Council	Final VAB meeting
February 20	CFO, OMB Director	Review Administration Service Charges with Charlene
February 27	Departments	Department deadline for entry of FY09 Estimates in ACCESS
February 27 - March 15	Budget	Analysis of Departments' estimates
February 27 - March 13	Budget, OMB Director	Final review of 5-Year Forecast of major funds
March 5	Budget	FY10 (SBFS) Salary Projection and run reports for departments for Kick-off
March 11	Budget	Printing of FY10 Budget Prep Manual
March 13	Budget, Departments	Budget Kick-off - Access Budget Training for all Department/Divisions; Distribution of Budget Preparation Packages
March 13 - April 6	Departments	Prepare and submit FY10 budget requests
March 5	OMB Director	1st Quarter Analysis review with OMB Director
March 16	CFO, OMB Director	1st Quarter Analysis review with CFO
March 26	CFO, OMB Director	Review 5-Year Forecast with CFO
April 3	Budget	Agenda Deadline for 1st Quarter Analysis and 5-Year Forecast
April 7 - May 1	Budget	Analyze and prepare FY10 Request Budget Document
April 13	Budget	General Fund analysis to OMB Director for review
April 16	Budget	Council approval of 5-Year Forecast and 1st Quarter FY09 Analysis
April 20	Budget	MSD and Library analysis to OMB Director for review
April 22	Budget	Calculate hourly rates for city contracts
April 23	Budget	CTT, ECHO, Forever, Debt Service and Capital Funds to OMB Director for review
April 27	Budget	FY09 Second Quarter Analysis of major funds to OMB Director ID budget amendments that can wait until 3rd Quarter analysis
April 29	CFO, OMB Director	Submit FY10 Request document for CFO and OMB Director review
May 1	Accounting, Budget	FY10 Special Assessment rates for Recommended Budget Document

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May 1	OMB Administrative Coordinator	Schedule budget discussions with County administration and Departments May 18 - June 6
May 1	Department/Divisions	Finalize hourly contract rates for services by Department-Division/Budget
May 4	CFO, OMB Director	FY09 Second Quarter Analysis to CFO
May 13	Budget, CFO, OMB Director	Finalize preliminary Recommended Budget and Decision Packages for Department Director meetings Review with Charlene
May 15	Department/Divisions	Departments/Divisions prepare submit proposals for providing services to cities of Deltona and DeBary
May 18 - 25	Department Directors, CFO, County Manager	General Fund - Department Meetings to formulate Final Budget Decisions
May 21	Accounting, Budget	FY10 Special Assessment rates adjustments to Council, if needed
May 22	Budget	Budget reviews city contract proposals for level of service and expenditure consistency and completeness
May 26 - 29	Department Directors, CFO, County Manager	Special Revenue Funds, ECHO, Forever - Department Meetings to formulate Final Budget Decisions
June 1	Property Appraiser	Preliminary Tax Roll submitted to County
June 1 - 5	Department Directors, CFO, County Manager	Debt Service, Enterprise, and Internal Service Funds - Department Meetings to formulate Final Budget Decisions
June 2	Department/Divisions/Budget	Prepare proposal packages for transmittal to cities.
June 2 - 23	Department/Divisions	Workshops with cities on as-requested basis with Departments/Divisions to review proposals
June 9 - 25	Budget	Prepare Recommended Budget
June 30	CFO, Budget Director	Review and finalize FY10 Recommended Budget
June 30	Cities	Cities notify the County of desire to continue services, as well as level of services for FY2009-10.
July 1	Property Appraiser	Certifies Tax Roll
July 2	Budget	FY10 Recommended Budget adjusted to reflect Certified Tax Roll
July 6	Budget	Budget finalizes preliminary contract amounts for services to cities of Deltona and DeBary for inclusion in Recommended Budget
July 9	Budget	FY10 Recommended Budget to printer
July 10	Management Specialist	Get listing of Tentative FY10 millage rates from cities
July 13 - August 14	Budget	FY09 Third Quarter analysis and prep of Budget Amendment, as needed
July 15	County Manager	FY 2009-10 Tentative Millage Rates and Recommended Budget Document Distributed to Council
July 15	Budget	Budget submits updated contract proposals to cities
July 16	County Council	Council Adoption of Preliminary TRIM Rates
July 13 - August 21	County Manager, Cities, Departments	Workshops as required between cities and Department/Divisions as needed
July 20	Accounting, Budget	Listing of proposed Special Assessment Rates for FY10
July 30	Budget, Departments	Communicate with departments for submittal of Rebudget requests for FY10
August 4	Budget	Statutory deadline to notify Property Appraiser of Proposed TRIM Rates and the Date, Time, and Place of the First Public Hearing to Adopt the Budget DR420's complete
August 10	Departments	Rebudget requests due to Budget Office
August 14	Budget, OMB Director	Review 1st TRIM Public Hearing Agenda with OMB Director
August 21	Property Appraiser	Last Day to Mail TRIM Notices
August 21	Budget	Agenda deadline for 1st TRIM Public Hearing

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August 21	Budget	Agenda Deadline for 3rd Quarter Budget Amendment
August 25	Cities	Cities' notification to County of final contract modifications
August 26	Budget	Submit ad for 3rd Quarter Budget Amendment, as needed - print on Sunday, August 30
August 27	Budget	Finalize rebudget requests for FY10
August 28	Budget, Legal	Update and modify contracts, transmit copies to cities
September 3	Budget	Council approval of 3rd Quarter Amendment
September 3	County Council	Statutory 1st Public Hearing - Adopt Tentative Budget and Millage Rates, Set Final Public Hearing Date, Time, and Place
September 4	Legal	Agenda deadline for city contracts for Council approval
September 4	Budget, VAB	1) Agenda deadline for Final Public Hearing to Adopt the FY 2009-10 Millage Rates and Budget 2) Agenda deadline for approval of extending tax roll 3) Agenda deadline for Ad Authority Budgets 4) Agenda deadline for Deltona/Debary Contracts
September 9	Budget	Deadline for TRIM Ad in Newspaper
September 13	Budget	Advertise Final Budget and Millage Hearing
September 1 - 10	Cities	Approval of FY2009-10 contracts for provision of municipal services to cities of Deltona and DeBary
September 15	Budget, IT, Accounting	Discuss upload of FY10 Adopted Budget to Finance System
September 17	County Council	Approval of FY2009-10 contracts for provision of municipal services to cities of Deltona and DeBary
September 17	County Council	1) Final Public Hearing to Adopt the FY09-10 Millage Rates and Budget - Tammy B. 2) Agenda for approval of extending tax roll Terri 3) Agenda for Ad Authority Budgets - Tammy M. 4) Agenda for Deltona/Debary Contracts - Gil/Tammy M.
September 21	Budget	Certified Copy of Adopted Millage Resolution to Property Appraiser and Chief Financial Officer
September 22	Budget, Personnel	Transmittal of FY10 adopted positions
September 29	Budget, IT, Accounting	Upload Adopted FY10 Budget into Finance System
September 30	Legal	Signed contracts delivered and filed with cities and County
Typically after Value Adjustment Board	Property Appraiser	Issue Certification of Final Taxable Value (DR 422's)
Within 3 days receipt of Final Taxable Values from Property Appraiser	Budget	Complete Certification of Final Taxable Value and Return to Property Appraiser
October 16	Budget	Within 30 Days of Adopting Final Budget Certify to the Department of Revenue compliance with TRIM (F.S. Chapter 200) - DR487
October 1-20	Budget	Complete FY10 Budget Message, Submit to CFO for final review Completion of Adopted Budget Book Distribution to Administrators Post pdf of document on volusia.org
October 30	Budget	Submit electronic copy of FY10 Adopted Budget Document to GFOA
November 1-25	Budget	Staff review and preparation of Prior Year-End Budget adjustments (Final FY09 Clean-up)
December	Budget	Year-End audit activities - variance explanations