



## Charlotte County Board of County Commissioners Major Milestones Budget Calendar Fiscal Year 2020 & 2021

Task Name	Due Date	Description
MSBU Templates Due	9/30/18	MSBU Work Programs due to Fiscal from Public Works
Distribute CIP Sheets	12/1/18	Finalize prior year actuals and send out Capital Operating department CIP Sheets, MSBU/TU CIP sheets, Non-Operating and HEP
Quarterly Business Meetings	12/18/18	Quarterly Business Meetings
Post Budget and PBB Forms to SharePoint	12/21/18	Forms are available to Departments (posted to sharepoint); Notify Depts to begin working on their budgets and PBB forms. Budget Forms due back 1/25/2019 PBB Forms due back 2/8/2019
Strategic Focus Area Review	1/15/19	Strategic Focus Area Review (BCC Retreat) - 8:00 a.m., Port Charlotte Beach Complex
Citizen Input Budget Meeting	1/16/19	Citizen Budget Input Public Meeting - Rm #119 6:00 pm
Vehicle Inventory	1/21/19	Vehicle Inventories from Fleet.
Budget Forms due to Fiscal	1/25/19	Budget Forms due to Fiscal
BRF Applications Due	1/31/19	Boater Revolving Fund (BRF) applications for funding are due to Fiscal Services for Marine Advisory Committee (MAC) review.
PBB Forms Due	2/8/19	PBB Forms due back from Departments Department goals need to be due in March to be ready for April Admin Meetings
Budget Process Update	2/19/19	BCC Workshop - Budget Process Update Rm #119 1:00 p.m.
Department Goals Due	2/28/19	Goals are due from departments.
BRF Applications presented to MAC	3/14/19	Boater Revolving Fund (BRF) applications for funding are presented to Marine Advisory Committee; 9:30am Rm #119 on 3/14.
Quarterly Business Meetings	3/15/19	Quarterly Business Meetings
MAC Recommendations for BRF to BCC	4/23/19	Marine Advisory Committee (MAC) recommendation for Boater Revolving funding goes to BCC for approval.
Meet with Admin	4/30/19	Meetings with Admin to go over budget with individual departments
Update BOCC on Ops. Budget	4/30/19	Deadline to update BOCC on operational budget (Per Charlotte County Charter)
Focus Area Workshop #1	5/14/19	Rm #119 2:00pm
MSBU Rate Increases	5/21/19	MSBU Workshop Rm #119 9:00am
Focus Area Workshop #2	5/21/19	Rm #119 2:00pm
Constitutional Budgets Due	5/31/19	Sheriff, Clerk, Health Department, and Supervisor of Elections budgets due.
Focus Area Workshop #3	6/4/19	Rm #119 2:00pm
Focus Area Workshop #4	6/6/19	Rm #119 2:30pm
Balance Budget	6/30/19	Internal Balancing of Budget - TRIM Estimates, TRIM Valuations.
Prelim. Cert. of Valuations Due	7/1/19	Preliminary Certification of Valuations from Property Appraiser
Tentative Budget Presentation	7/17/19	Presentation of Tentative Budget - Rm #119 2:00pm
MSBU Public Hearing-Murdock	7/17/19	MSBU Public Hearing - Murdock - 5:01 p.m. Room 119
MSBU Public Hearing-Tringali	7/18/19	MSBU Public Hearing - Tringali - 5:01 p.m.
Quarterly Business Meetings	8/2/19	Quarterly Business Meetings
First Budget Public Hearing	9/9/19	First Budget Public Hearing 5:01 p.m., Room 119
Final Budget Public Hearing	9/23/19	Final Budget Public Hearing 5:01 p.m., Room 119
CIP Public Hearing	9/30/19	Public Hearing to Adopt CIP during the last regular Board meeting in September.
Quarterly Business Meetings	11/30/19	Quarterly Business Meetings