

**FLAGLER COUNTY SCHOOL BOARD**  
**Budget Timetable to Meet TRIM and Budget Requirements**  
**2018-2019**

| <u>s</u>  | <u>Day</u> | <u>Time</u> | <u>Description</u>  | <u>Deadline Dates</u>  |
|-----------|------------|-------------|---|--|
| 4/2/2018  | MONDAY     | VARIOUS     | Principal's Meeting - POSITION CONTROL Update position control for schools  |  |
| 4/13/2018 | Friday     | 4:00 p.m.   | Initial estimated budget amounts available for schools/departments.   |  |
| 5/8/2018  | Tuesday    | VARIOUS     | Principal's Meeting - Update estimated budget amounts available for schools/departments.  |  |
| 6/28/2018 | Thursday   | VARIOUS.    | Principal's Meetings at Finance - Update estimated budget amounts available for schools/departments.  |  |
| 6/29/2018 | Friday     | 9:00 a.m.   | <b><u>Board Meeting on Year End Budget Adjustments, Accounts Payable, and Payroll</u></b>   |  |
| 7/12/2018 | Thursday   | 11:00 a.m.  | <b><u>General Fund &amp; Capital Outlay Budget Workshops with School Board Members &amp; Staff</u></b>  |  |
| 7/17/2018 | Tuesday    | 6:00 p.m.   | <b><u>Board Meeting - Review Draft and Approve Tentative Budget for Purposes of Advertising</u></b><br><br>(DOE Commissioner certifies millage rate by 7/17)(Must submit tentative budget to Board for approval to advertise within 24 days of beginning of TRIM calendar)            |  |
| 7/21/2018 | Saturday   |             | Advertise Tentative Budget Hearing in Newspaper<br>Tentative Budget Hearing must be after 5PM within 2 to 5 days after newspaper advertisement<br><br>(Within 29 days of beginning of TRIM calendar)  |  |
| 7/24/2018 | Tuesday    | 5:15 p.m.   | <b><u>Public Hearing and Adoption of Tentative Millage and Budget</u></b>   |  |
| 7/25/2018 | Wednesday  |             | Advise Property Appraiser of Proposed Millage, Rolled-back Rate, and Time, Date, and Place of Final Budget Hearing (Within 35 days of beginning of TRIM calendar)   |  |
| 9/4/2018  | Tuesday    | 5:15 p.m.   | <b><u>Public Hearing and Adoption of Final Millage and Budget</u></b><br><br>(Hearing cannot be held sooner than 10 days following the mailing of the Property Tax Notices by the Property Appraiser)(No sooner than 65 days, no later than 80 days after beginning of TRIM calendar) |  |
| 9/5/2018  | Wednesday  |             | Certification of Millage rate to Property Appraisers, DOE, Dept of Revenue  | <b>ESE 524 &amp; Resolutions mailed to DOR within 3 days. - 9/9/18</b>   |
| 9/10/2018 | Monday     | 2:00 p.m.   | <b><u>Special Board Meeting/Approval of Annual Financial Report for Fiscal Year 2017-18</u></b><br><br>(Deadline for Annual Financial Report submission to DOE is September 11)   | TRIM Packet to DOR within 30 days-(10/05/18) <b><u>SEND DR-422 SEPERATELY WHEN RECVD.</u></b>  |
| 10/5/2018 | Friday     |             | Deadline for Certification package to the Department of Revenue - (Deadline for Annual financial Report submission to DOE is Sept. 11)  | <b>To DOE BY 10/05/18</b><br><b>Deadline for TRIM Packet DR-487, DR-420s, DR-420 DEBT, ESE 524, ESE 524A, ENTIRE PAGE FROM NEWSPR ADS, &amp;</b> |

Note: The Trim Calendar begins with day #1 being July 1 or the date of Certification of Tax Roll by the Property Appraiser.

**Bolded lines are Board workshops or meetings. ALL MEETINGS WILL BE HELD IN THE GOVERNMENT SERVICE Bldg.**