

CITY OF APALACHICOLA

2023 – 2024 BUDGET CALENDAR

July 1 – July 17	Actual revenues and expenditures of preceding year posted to budget worksheets
July 1	Finance Officer receives Certification of Taxable Value from Property Appraiser
July 7	Budget instructions given to Departments.
July 8 – July 17	Finance Officer estimates personnel and insurance costs for entry into departmental budget requests. Finance Officer completes preliminary revenue estimates.
July 21	Departments submit requests and objectives to Finance Director.
July 25	Budget Workshop – 4:00pm Community Center
July 25	Finance Director presents Proposed Millage Rate, Roll-Back Rate and Schedule for Budget Hearing (Special Meeting following workshop)
July 25	City Commission Tentatively Adopts Millage Rate. Certification of Taxable Value Returned to Property Appraiser with Proposed Millage Rate, Roll-Back Rate and Schedule for Budget Hearing with Proposed Millage Rate, Roll-Back Rate and Schedule for Budget Hearing
July 31	Finance Officer prepares final revenue estimates.
August 4 – September 8	Budget review by City Commission with special meetings as needed.

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- August 24 Property Appraiser mails notices of proposed property taxes to property owners.
- August 24 Publish public notice of budget hearing.
- September 6 Public Budget Hearing - 5:01pm Community Center
Amends Tentative Budget
Re-calculates the proposed millage rate
Publicly announce the percentage which the proposed millage exceeds the rolled-back rate
Adopts a tentative millage and budget
- September 7 Budget Advertisement submitted to newspaper.
- September 14 Advertisement for Final Budget Public Hearing
- September 19 Final Budget Public Hearing – 5:01pm Community Center
Commission Resolution Adopting Millage Rate
Adopts final budget.
- September 23 Resolution adopting Millage Rate sent to Property Appraiser, Tax Collector and Department of Revenue
- October 15 Trim Package submitted to Department of Revenue with Certification of Compliance
- Finance Director distributes budget books to City Commission.