

BUDGET PREPARATION TIMELINE January - June

- Budget Planning Meetings with all Departments
Start **February 1st**
- Presentation to Council - Annual Comprehensive
Financial Report **3/17**
- Presentation to Council - Review 10-Year Capital
Improvement Program **4/14**
- Presentation to Council -Year to Date Budget
Results **4/21**
- Presentation to Council - Property Tax, and Truth
in Millage (TRIM) **6/9**





BUDGET PREPARATION TIMELINE **July - August**

- Adopt Maximum Millage Rate [7/21](#)
- Budget Workshop Presentations to City Council
 - General Fund, Facilities, and Information Technology Internal Service Budgets [7/14](#)
 - Proprietary Funds [7/28](#) – [Special Budget Workshop 1:00PM](#)
 - Water / Wastewater Utility, Stormwater Operations, Building, Information Technology, and Collection and Sanitation
 - Internal Services and Capital Funds [8/11](#)
 - Internal Services – Fleet, Emergency Communications, Health Insurance.
 - 5 Year Capital Improvement Plan
 - Final Proposed Budget – All Funds [8/25](#) – [Special Budget Workshop 1:00PM](#)

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BUDGET PREPARATION TIMELINE September

- Tentative Dates for Public Hearings
 - to Adopt Tentative Millage Rate and Budget 9/9
 - to Adopt Final Millage Rate and Budget 9/23

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BUDGET PREPARATION TIMELINE and RESOURCES October - December

- FY26 Year-End Close-Out
- End of Year Review with Departments
- Preparation of Budget Book
 - <https://www.palmcoast.gov/finance/budget-preparation>

