

ANNUAL CALENDAR OF MAJOR EVENTS

DUE DATE	ACTION
June 30	Repayment date of any funds temporarily transferred from one fund to another [section 215.18, <i>Florida Statutes</i>].
June 30	End of fiscal year [section 215.01, <i>Florida Statutes</i>].
June 30/July	Agencies and the Judicial Branch identify any undisbursed incurred obligations for operations only which will be carried forward to the next fiscal year; appropriations not identified shall revert to the fund from which appropriated and shall be available for reappropriation by the Legislature [section 216.301(1)(a), <i>Florida Statutes</i>].
July 1	Beginning of fiscal year [section 215.01, <i>Florida Statutes</i>].
July 1	Executive Office of the Governor (EOG) furnishes the Original Approved Financial Plan to agencies and Chief Financial Officer and the Annual Release Plan [section 216.192(1), <i>Florida Statutes</i>].
July 15	Budget instructions due to agencies [section 216.023(3), <i>Florida Statutes</i>].
August 1	The balance of any appropriation for fixed capital outlay certified forward which is not disbursed but expended, contracted, or committed to be expended prior to the end of the second fiscal year of the appropriation, or the third fiscal year if it is for an educational facility, shall be certified by the head of the affected state agency or judicial branch to the Executive Office of the Governor [section 216.301(2)(c), <i>Florida Statutes</i>].
September 1	The Executive Office of the Governor (EOG) shall review and approve or disapprove requests for certification of fixed capital outlay [section 216.301(2)(c), <i>Florida Statutes</i>].
September 15	The Joint Legislative Budget Commission shall issue a long range financial outlook setting out recommended fiscal strategies for the state and its departments and agencies in order to assist the legislature in making budget decisions [Article III, section 19(c)(1) of the <i>Florida Constitution</i>].
September 30	Agencies post their Long Range Program Plans for Fiscal Year 2010-11 through Fiscal Year 2014-15 on their internet website [sections 186.021 and 216.013(4), <i>Florida Statutes</i>].
September 30	Agencies submit target budgets if requested [section 216.031, <i>Florida Statutes</i>].

- September 30 Submission by agencies and the judicial branch of financial and other information to the Chief Financial Officer (CFO) necessary for the preparation of annual financial statements as of June 30 in accordance with generally accepted accounting principles [section 216.102(1), *Florida Statutes*].
- September 30 Any incurred obligations for operations only remaining undisbursed shall revert to the fund from which appropriated and shall be available for reappropriation by the Legislature [section 216.301(1)(b), *Florida Statutes*].
- October 15 State agencies and the judicial branch submit the Legislative Budget Request [section 216.023(1) and (2), *Florida Statutes*]. All agencies except the State Attorneys and Public Defenders are required to submit Schedule IV-C cost and service requirements worksheets for their non-strategic services. Department of Children and Family Services, Department of Corrections, Department of Education, Department of Health, Department of Highway Safety and Motor Vehicles, Department of Law Enforcement, Department of Management Services, and Department of Transportation submit Schedule IV-C cost and service requirements worksheets for their strategic services.
- October 28 The Office of Policy and Budget (OPB) develops a final budget report containing budget, revenues, cash balance, and program data [section 216.178(2), *Florida Statutes*, as amended by Chapter 2006-119, *Laws of Florida*].
- October OPB modifies Legislative Budget Request for technical adjustments [section 216.023(6), *Florida Statutes*].
- October Prior to release of Governor's budget recommendations to the Legislature, the Governor holds at least one public hearing on legislative agency budget requests and the Chief Justice of the Supreme Court holds at least one hearing on the judicial branch budget request [section 216.131, *Florida Statutes*].
- November 13 Agencies up for annual trust fund review must submit the Pro Forma Schedule I information and Analysis of Trust Fund Creation forms.
- December 1 All agencies that are not required to submit cost and service level requirements data for their strategic IT services must define their strategic services as indicated in Section VI of the Schedule IV-C Guidelines and submit Forms SC-1 and SC-2 sent via e-mail to Technology Review Workgroup and the Office of Policy and Budget.

December	Ninety days prior to the regular session of the Legislature, the Department of Management Services (DMS) shall make recommendations regarding fixed capital outlay legislative budget requests for state agencies and the judicial branch [section 216.044(3), <i>Florida Statutes</i>].
February	At least 30 days prior to the scheduled annual regular session, the Governor shall furnish each senator and representative a copy of his or her recommended budget and revenues [section 216.162, <i>Florida Statutes</i>].
February	No later than 14 days after the Governor submits his recommended budget to the Legislature, the Executive Office of the Governor shall submit to the legislative committees: <ul style="list-style-type: none"> • a recommended appropriations bill • economic impact statements • appropriate staff analyses and supporting materials • all legislation in bill form which will be necessary to fully implement the Governor's recommendations. [sections 216.164 and 216.166, <i>Florida Statutes</i>]
February 1	The balance of any appropriation for fixed capital outlay which is not disbursed but expended, contracted, or committed to be expended prior to February 1 of the second fiscal year, or the third fiscal year if it is for an educational facility, shall be certified by the head of the affected state agency or judicial branch [section 216.301(2), <i>Florida Statutes</i>].
February 28	EOG furnishes the Chief Financial Officer, the legislative appropriations committees, and the Auditor General a report listing in detail the fixed capital outlay items and amounts reverting under the authority of section 216.301(2), <i>Florida Statutes</i> .
February 28	The Chief Financial Officer furnishes financial statements to the Governor, President of the Senate and Speaker of the House of Representatives under the authority of section 216.102(3), <i>Florida Statutes</i> .
March 1	Agencies must submit, pursuant to the LBR submittal requirements, any additions or changes to the Agency Litigation Inventory schedule (Schedule VII) included in the Legislative Budget Request [section 216.023(5), <i>Florida Statutes</i>].
March	Regular legislative session shall begin the first Tuesday after the first Monday in March or such other date as may be fixed by law [Article III, section 3(b) of the <i>Florida Constitution</i>].

April/May	Legislative full committees complete action. House of Representatives and Senate debate and vote on their respective appropriations bills. Conference committee on appropriations is appointed to work until a conference committee report is adopted.
May	Regular legislative session ends sixty days after beginning date.
May/June	General Appropriations Act (Conference Committee Report) is sent to the Governor.
May/June	Legislature transmits a list of General Revenue Fund appropriations which are nonrecurring, and other supporting work papers, on or before the tenth day before the end of the period allowed by law for veto consideration [section 216.177(1), <i>Florida Statutes</i>].
May/June	Governor reviews General Appropriations Act and submits veto message to the Legislature or Secretary of State within 7 or 15 days (depending upon whether the act was received while the Legislature was in session) [Article III, section 8 of the <i>Florida Constitution</i>].
May/June	Legislature prepares and releases Fiscal Analysis in Brief.