

FY 2015-16 BUDGET CALENDAR

VILLAGE OF BISCAYNE PARK

DUE DATES		RESPONSIBLE PARTY	TASK
May 4	MON	Each Department	Memorandum to the Manager with objectives, goals, programs for FY 2015-16. Should not include personnel/staffing at this time.
May 5	TUE		Regular Commission Meeting - Resolutions setting the non-advalorem assessments.
May 4 - 8	Week	Manager / Departments	Heidi will meet with each department to discuss and negotiate.
May 11-15	Week	Manager / Finance Director	Meet to discuss department objectives, general budget.
May 11-15	Week	Each Department	All Village Departments review/enter their budgets: To date postings; consider projections through September 2014; project 2015-16 budget amounts.
May 12	TUE		Special Commission Meeting
May 18-22	Week	Clerk	OUT OF OFFICE
May 25-29	Week	Manager	OUT OF OFFICE
June 1	MON	Property Appraiser	Delivers an estimate of the total assessed value of nonexempt property to the taxing authority.
June 2	TUE		Regular Commission Meeting
June 3	WED	Manager / Departments	Group budget meeting (time/location to be set)
June 5	FRI	Finance/Clerk	Submit Salary projections for FY 2015-16
June 9	Tue	Departments	Submit FY 2015-16 Goals to the Manager
June 10	WED	Clerk	Submit files to Property Appraiser with non-advalorem assessments.
June 15-18	Mon-Thu	Departments	Input entire department budget (not include salary/benefits) into BS&A
June 15-18	Mon-Thu	Finance Manager	Input salary/benefits data for each department into BS&A
June 19-26	Fri-Fri	Manager / Finance Manager / Financial Consultant	Meet to review department entries.
June 29-Jul 1	Mon-Wed	Manager / Departments	Manager meets with each department to review budget in preparation for submitting draft to the Commission.
July 1	WED	Property Appraiser	Certifies to the taxing authority the taxable value within the jurisdiction on Form DR-420.
July 3	FRI	Village of Biscayne Park	Independence Day Holiday, Village Offices Closed
JULY		Florida Dept of Revenue	Expected availability for FY 2015-16 Revenue Estimates
July 7	TUE	Manager	Regular Commission Meeting
July 10	FRI	Clerk	Submit final non-advalorem assessment notice to Property Appraiser
July 17	FRI	Clerk	Final data files for non-advalorem assessment submitted to Property Appraiser for TRIM notices.
July 20	MON	Property Appraiser	Provides delivery date for inserts
July 22	WED	Manager	Special Commission Meeting: Resolution to set the tentative millage rate. Manager submits 2015-16 Draft Budget to Commission
July 29	WED	School Board	Miami Dade County Public Schools First Public Budget Hearing

DUE DATES		RESPONSIBLE PARTY	TASK
Aug 4	TUE	Village of Biscayne Park	Within 35 days of the Certification of Taxable Value, each taxing authority certifies the completed DR-420 and any additional forms to the Property Appraiser
Aug 4	TUE	Manager	Regular Commission Meeting - Manager submits 2015-16 updated Draft Budget to Commission
Aug 11	Tue	1st Budget Workshop Village of Biscayne Park	Managers Budget Message Review: Fund 001 - General Fund Revenues & Expenditures Review: Fund 001 - General Government, Comprehensive Planning Review: Fund 001 - Administrative, Legal, Commission Review: Fund 001 - Finance Review: Fund 001 - Parks and Recreation Review: Fund 001 - Public Works Review: Fund 001 - Building
Aug 18	Tue	2nd Budget Workshop Village of Biscayne Park	Review: Fund 001 - Police Review: Fund 001 - Code Enforcement Review: Fund 105 - Police Forfeiture Fund Review: Fund 001 - Public Works Review: Fund 101 - Road Fund Review: Fund 103 - CITT Fund Review: Fund 301 - Capital Projects Fund
Aug 24	MON	Property Appraiser	Mails the TRIM Notice to Taxpayers
Sept 1	TUE	Village of Biscayne Park	Regular Commission Meeting
Sept 3	THU	Miami Dade County	Miami Dade County First Public Hearing FY 2015-16 Budget
Sept 7	MON	Village of Biscayne Park	Labor Day Holiday, Village Offices Closed
Sept 9	WED	School Board	Dade County Public Schools Second Public Budget Hearing
Sept 10	THU	Village of Biscayne Park	First Public Hearing on the Proposed Millage Rate and Tentative Budget (Information is on TRIM Notice) (day 65 to 80)
Sept 14	MON	Clerk	Submit final roll for tax bill to the Property Appraiser.
Sept 17	THU	Miami Dade County	Miami Dade County Second Public Budget Hearing FY 2015-16 Budget
Sept 17	THU	Village of Biscayne Park	Within 15 days after the tentative budget hearing, the taxing authority advertises its intent to adopt a final millage and budget using the appropriate advertisement. (Before day 90, Sept 28)
Sept 24	THU	Village of Biscayne Park	Second Public hearing to adopt the final millage rate and budget within 2 to 5 days after the advertisement is published.
Sept 25	FRI	Village of Biscayne Park	Within 3 days of the final budget hearing, send a copy of the ordinance adopting the final millage rate to the property appraiser, tax collector and the DOR.
Sept 28	MON	Village of Biscayne Park	Within 3 days of the receipt of the Form DR-422 the taxing authority completes and certifies final millage to the Property Appraiser.
Oct 1	THU	Village of Biscayne Park	Budget Year Begins - Oct 1, 2015 to Sept 30, 2016
Oct 29	THU	Village of Biscayne Park	Within 30 days following adoption of the millage and budget ordinances, each taxing authority uses Form DR-487, Certification of Compliance, to certify compliance with the provisions of Chapter 200 F.S. to the Property Tax Oversight Program.

TRIM COMPLIANCE REQUIREMENTS ARE HIGHLIGHTED IN BLUE BOLD LETTERS

OTHER AGENCY REQUIREMENTS ARE HIGHLIGHTED IN RED BOLD LETTERS