

FY 2016-17 BUDGET CALENDAR

VILLAGE OF BISCAYNE PARK

DUE DATES		RESPONSIBLE PARTY	TASK
Apr 26	TUE	Finance Manager / Clerk	Attend 2016 Non Advalorem Meeting at the MDC Property Appraiser's Office
May 3	TUE		Regular Commission Meeting - Resolution setting the non-advalorem assessment for waste fees.
May 13	FRI	Each Department	Memorandum to the Interim Manager with objectives, goals, programs for FY 2016-17. Should not include personnel/staffing at this time.
May 16 - 20	Week	Interim Manager / Departments	Meet with each department to discuss.
By May 27	FRI	Each Department	All Village Departments review/enter their budgets: To date postings; consider projections through September 2016; project 2016-17 budget amounts.
June 1	WED	Property Appraiser	Delivers an estimate of the total assessed value of nonexempt property to the taxing authority.
June 7	TUE		Regular Commission Meeting
June 9	THU	Interim Manager / Departments	Group budget meeting
June 10	FRI	Finance Manager	Submit Salary projections for FY 2016-17
June 13	MON	Finance Manager	Submit files to Property Appraiser with non-advalorem assessment.
By June 17	FRI	Departments	Input entire department budget (not includubg salary/benefits) into BS&A
By June 17	FRI	Finance Manager	Input salary/benefits data for each department into BS&A
June 20-24	Week	Interim Manager / Finance Manager	Meet to review department entries.
June 27-Jul 1	Week	Interim 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 4	FRI	Village of Biscayne Park	Independence Day Holiday, Village Offices Closed
JULY		Florida Dept of Revenue	Expected availability for FY 2016-17 Revenue Estimates
July 12	TUE		Regular Commission Meeting
July 15	FRI	Finance Manager	Submit final non-advalorem assessment notice to Property Appraiser
July 15	FRI	Finance Manager	Final data files for non-advalorem assessment submitted to Property Appraiser for TRIM notices.
July 20	WED		Special Commission Meeting: Resolution to set the tentative millage rate. Interim Manager submits 2016-17 Draft Budget to Commission
July TBD		School Board	Miami Dade County Public Schools First Public Budget Hearing
Aug 2	TUE		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 2	TUE		Regular Commission Meeting - Manager submits 2016-17 updated Draft Budget to Commission
Aug 3-14		Village Clerk	Vacation

DUE DATES		RESPONSIBLE PARTY	TASK
Aug 16	TUE		1st Budget Workshop at 6:30pm
Aug 23	TUE		2nd Budget Workshop at 6:30pm
Aug 24	WED	Property Appraiser	Mails the TRIM Notice to Taxpayers
Sept 5	MON	Village of Biscayne Park	Labor Day Holiday, Village Offices Closed
Sept 13	TUE		Regular Commission Meeting
SEPT TBD		Miami Dade County	Miami Dade County First Public Hearing FY 2016-17 Budget
SEPT TBD		School Board	Dade County Public Schools Second Public Budget Hearing
Sept TBD			First Public Hearing on the Proposed Millage Rate and Tentative Budget
Sept 12	MON	Finance Manager	Submit final roll for tax bill to the Property Appraiser.
SEPT TBD		Miami Dade County	Miami Dade County Second Public Budget Hearing FY 2016-17 Budget
TBD			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.
Sept TBD			Second Public hearing to adopt the final millage rate and budget
TBD			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.
TBD			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			Budget Year Begins - Oct 1, 2016 to Sept 30, 2017
Oct 29	FRI	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