

**FISCAL YEAR 2013
BUDGET CALENDAR
CHARLES COUNTY, MD**
(Revised May 1, 2012)

| <u>Time Line</u> | <u>Action</u> |
|-------------------------|--|
| October 11, 2011 | Performance Measurements file sent to departments. |
| October 28, 2011 | All Performance Measurements updates are due to the Department of Fiscal and Administrative Services / Budget Division. |
| November 7, 2011 | Elected Officials/Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for their FY2013 operating requests. |
| December 16, 2011 | County Department and Elected Officials requested budgets returned to Fiscal and Administrative Services / Budget Division. |
| December 30, 2011 | Outside Agencies grant applications returned to Fiscal and Administrative Services / Budget Division. |
| February 28, 2012 | General Fund budget forecast and Capital Improvement Program review. |
| February 29, 2012 | CSM Operating Budget Requests due. |
| March 13, 2012 | Budget Work Session- Enterprise Funds (Operating and Capital). |
| April 10, 2012 | General Fund budget update and departmental operating expense budgets. |
| April 24, 2012 | Board of Education budget request due. |
| May 1, 2012 | General Fund budget update, agency operating budgets, and fees & charges review. |
| May 8, 2012 | Public Hearing - Constant Yield Tax Rate. |
| June 12, 2012 | Public Hearing - Operating Budgets. |
| June 19, 2012 | General Fund budget update |
| June 26, 2012 | General Fund Tax Rates & Budget Adoption. Budget Adoption of All Other Funds. |
| July - September | FY2013 Approved Budget Book prepared. |