



Charles County Government
**DEPARTMENT OF FISCAL &
 ADMINISTRATIVE SERVICES**

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October 24, 2011

Welcome to the Charles County Government FY 2013 Budget Process. The Grants Advisory Panel has made a couple changes to this year’s application. The biggest change is the new Grant Budget/Report Summary.

The application is available electronically in Word format on our website at www.charlescounty.org. (Click “Government” on the left, scroll down and click “Grants Awarded by the County”) There will be a link to the FY13 Application for Grants Awarded by the Board of County Commissioners and the new Grant Budget/Report Summary.

The Grants Advisory Panel is holding a **MANDATORY** training session on the FY13 application and the new Grant Budget/Report Summary requirements. For your convenience we have two sessions scheduled. One on Wednesday, November 9, 2011 from 9:00 – 11:00 am and the second on Thursday, November 10, 2011 from 2:00 – 4:00 pm. Both sessions will be held at the Charles County Government Building in La Plata, MD. Please RSVP to Kim Bender (contact information below) which session you will be attending.

Please be aware the application is for agencies with IRS 501(c)(3) status only and the deadline for submission is **January 20, 2012. In accordance with the County Code, all applications received after 4:00p.m. on January 20 2012 and incomplete applications will not be considered.** We anticipate the final adoption of the budget in June 2012. As in the past, you will receive a grant notification letter shortly after the budget is adopted.

Please contact Kim Bender at (301) 645-0643 or e-mail BenderK@charlescounty.org if you have any questions or need an application mailed to you.

Best regards,

Deborah E. Hudson, CPA
 Director of Fiscal & Administrative Services

Your Charles County Connection...

County Treasurer • Budget • Accounting • Purchasing • Information Technology

P.O. Box 2150 • 200 Baltimore Street • La Plata, MD 20646 • E-Mail: DFS@CharlesCounty.org

Treasury Division: P.O. Box 2607 • 200 Baltimore Street • La Plata, MD 20646 • E-Mail: Treasurer@CharlesCounty.org

Administration: 301-645-0570 • Fax 301-645-0505

Accounting: 301-645-0655 • Fax 301-934-3757

Budget: 301-645-0570 • Fax 301-645-0505

Information Technology: 301-645-0545 • Fax 301-645-0723

Payroll: 301-645-0573 • Fax 301-885-1303

Purchasing: 301-645-0656 • Fax 301-645-0543

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