

**FISCAL YEAR 2014**  
**OPERATING BUDGET CALENDAR**  
**CHARLES COUNTY, MD**  
(Revised April 2, 2013)

<u><b>Time Line</b></u>	<u><b>Action</b></u>
October 15, 2012	Performance Measurements file sent to departments.
October 29, 2012	All Performance Measurements updates are due to the Department of Fiscal and Administrative Services / Budget Division.
November 5, 2012	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 FY2014 operating requests.
December 3, 2012	County Department and Elected Officials requested budgets returned to Fiscal and Administrative Services / Budget Division.
January 18, 2013	Outside Agencies grant applications returned to Fiscal and Administrative Services / Budget Division.
February 28, 2013	Board of Education and CSM Operating Budget Requests due.
March 12, 2013	Budget Work Session- Enterprise Funds (Operating and Capital)
March 19, 2013	Budget Work Session - General Fund.
March 26, 2013	Budget Work Session - General Fund.
April 9, 2013	Budget Work Session - General Fund and Fees & Charges Review.
April 16, 2013	Budget Work Session - General Fund.
April 17, 2013	Public Hearing - Constant Yield Tax Rate and Operating Budgets.
April 23, 2013	Budget Work Session – Budget Recap (if needed).
April 30, 2013	<b>General Fund Tax Rates &amp; Budget Adoption. Budget Adoption of All Other Funds.</b>
May - July	FY2014 Approved Budget Book prepared.

Note: Budget Calendars are subject to change.

**FISCAL YEAR 2014**  
**CAPITAL IMPROVEMENT PROGRAM CALENDAR**  
**CHARLES COUNTY, MD**  
(Adopted November 27, 2012)

<b><u>Time Line</u></b>	<b><u>Action</u></b>
November 8-21, 2012	CIP review with County Administrator and Departments.
November 27, 2012	Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission.
November 27, 2012	Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. (Letter due to IAC on November 28 <sup>th</sup> )
December 4, 2012	General Fund Five-Year Financial Plan and CIP review session with the Commissioners.
December 11, 2012	General Fund CIP review session with the Commissioners.
March 12, 2013	Enterprise Funds Five-Year Financial Plan and CIP review session with the Commissioners.
April 16, 2013	Public Hearing on CIP.
April 23, 2013	Recap and final review of the FY 2014-2018 CIP (if needed).
April 30, 2013	<b>Formal Adoption.</b>

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