

FISCAL YEAR 2016
OPERATING BUDGET CALENDAR
CHARLES COUNTY, MD
 (Amended March 17, 2015)

<u>Time Line</u>	<u>Action</u>
October 14, 2014	Performance Measurements file sent to departments.
October 31, 2014	All Performance Measurements updates are due to the Department of Fiscal and Administrative Services / Budget Division.
November 3, 2014	Elected Officials/Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests.
December 1, 2014	County Department and Elected Officials/Agencies requested budgets returned to Fiscal and Administrative Services / Budget Division.
January 16, 2015	Outside Agencies grant applications returned to Fiscal and Administrative Services / Budget Division.
February 27, 2015	Board of Education and CSM Operating Budget Requests due.
March 3, 2015	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 10, 2015	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
April 28, 2015	Budget Work Session - General Fund.
May 5, 2015	Budget Work Session - General Fund and Fees & Charges Review.
May 12, 2015	Budget Work Session- General Fund and Special Revenue Funds.
May 19, 2015	Budget Work Session- General Fund.
May 20, 2015	Public Hearing - Constant Yield Tax Rate and Operating Budgets
June 2, 2015	Budget Work Session – Budget Recap (if needed).
June 9, 2015	General Fund Tax Rates & Budget Adoption. Budget Adoption of All Other Funds.
June-August	Approved Budget Book prepared

Note: Budget Calendars are subject to change.

FISCAL YEAR 2016
CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR
CHARLES COUNTY, MD
 (Amended March 17, 2015)

<u>Time Line</u>	<u>Action</u>
September 22, 2014	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 6, 2014	General Government CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 14, 2014	Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 20, 2014	General Government CIP operating impact forms are returned from the Department of Public Works.
October 28, 2014	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 18, 2014	Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. <i>(Letter due to IAC on November 24th)</i>
March 3, 2015	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 10, 2015	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
March 17, 2015	General Fund CIP review session with the Commissioners.
May 20, 2015	Public Hearing on CIP.
June 2, 2015	Recap and final review of the FY 2016-2020 CIP (if needed).
June 9, 2015	Formal Adoption.