

FISCAL YEAR 2017 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted September 15, 2015)
(Amended February 24, 2016 and March 9, 2016)

<u>Time Line</u>	<u>Action</u>
October 13, 2015	Performance Measurements file sent to departments.
October 30, 2015	All Performance Measurements updates are due to the Department of Fiscal and Administrative Services / Budget Division.
November 2, 2015	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, 2015	County Department and Elected Officials / Agencies requested budgets returned to Fiscal and Administrative Services / Budget Division.
January 15, 2016	Outside Agencies grant applications returned to Fiscal and Administrative Services / Budget Division.
February 29, 2016	Board of Education and CSM Operating Budget Requests due.
March 8, 2016	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
March 22, 2016	Budget Work Session – Other Enterprise Funds (Operating and Capital)
April 5, 2016	Budget Work Session - General Fund.
April 12, 2016	Budget Work Session - General Fund and Fees & Charges Review.
April 19, 2016	Budget Work Session- General Fund and Special Revenue Funds.
April 20, 2016	Public Hearing - Constant Yield Tax Rate and Operating Budgets
April 26, 2016	Budget Work Session- General Fund.
May 3, 2016	General Fund Tax Rates & Budget Adoption. Budget Adoption of All Other Funds.
May - July	Approved Budget Book prepared

FISCAL YEAR 2017

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted September 15, 2015)

(Amended February 24, 2016 and March 9, 2016)

<u>Time Line</u>	<u>Action</u>
September 16, 2015	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 5, 2015	Governmental 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 13, 2015	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 19, 2015	General Government CIP operating impact forms are returned from the Department of Public Works.
October 27, 2015	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 17, 2015	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 23, 2015)</i>
March 8, 2016	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
March 15, 2016	General Fund CIP review session with the Commissioners.
March 22, 2016	Budget Work Session – Other Enterprise Funds (Operating and Capital)
April 20, 2016	Public Hearing on CIP.
April 26, 2016	Recap and final review of the FY 2017-2021 CIP (if needed).
May 3, 2016	Formal Adoption.