

## FY 2013 BUDGET CALENDAR

2011			
MONTH	DATE	CAPITAL BUDGET	OPERATING BUDGET
September *	27 (Tues.)	Discussion of Budget Calendar and Process with BOCC. BOCC approves process and calendar	
*	27 (Tues.)	BOE presents CIP in anticipation of State submission	
October *	4 (Tues.)	BOCC issues support letter for BOE State CIP (if not signed on 9/27)	
	6	<b>BOE State submission due to the State Public School Construction Program (PSCP letter)</b>	
	14		Release of budget instructions
November *	21 (Mon.)	Budget work session –discuss specific projects identified by the BOCC. BOCC directs changes/development to CIP	
	28	<b>County support of BOE State CIP due to PSCP (PSCP instruction letter)</b> – note that we are proposing the letter be issued with the BOE submission due in early October	
December *	12 (Mon.)		BOCC Work Session Review of revenue estimates Discussion of selected cost parameters BOCC identification of priorities and proposals for discussion at future work session
	16	Final County CIP detail project sheets due to Finance – incorporate BOCC direction; for packages prepared for subsequent discussion at XMT	
<b>2012</b>			
January	5,6 12,13		Training for budget preparation provided by Finance (for County Departments and Elected Officials)
	18	CIP Group meets with County Administrator & XMT to review proposed Capital Plan, including prioritization, parameters, and incorporating BOCC direction; using completed project detail sheets	Fire/Rescue departments requesting rate changes submit package to Finance (5 year plan, with and without the rate change, etc.)
*	31 (Tue.)	Capital project detail sheets requests due to Finance – including BOE that has been approved by their Board	Fire/Rescue departments requesting rate changes present/discuss with BOCC; BOCC authorizes local public hearing (these would be week of 2/27); if no changes proposed, no BWS needed
February	10		All Budget Submissions due to Finance, except BOE (see March 1)
	14	Complete CIP package provided to BOCC, to include summary spreadsheets, project detail sheets, impact fee calculations Work Session will include estimates of capital funding sources, impact fee calculations, debt capacity, bond authority, etc.	Budget Submissions provided to BOCC
*	21 (Tue.)		Discuss topical issues/proposals identified by BOCC at 12/12 work session, if necessary
*	27 (Mon.)	BOCC Work Session – review of CIP (including BOE)	

Note: Work Sessions are generally held in the meeting room in Chesapeake Building from 1:30 p.m. to 5:00 p.m.  
Dates may be subject to change based on Board of County Commissioner needs.

- Indicates a BOCC meeting

**BLUE** Indicates legislative/Code requirements

Approved by BOCC 9-27-2011

-Reflects changes approved on 10/25/2011

## FY 2013 BUDGET CALENDAR

2012			
MONTH	DATE	CAPITAL BUDGET	OPERATING BUDGET
March	1	<b>Annotated Code , Education Article, 5-102 (b)(2) – the budget shall be submitted not less than 45 days before the date for levying local taxes or on an earlier date on or after March 1 as may be requested by the county fiscal authority</b>	
	1	Board of Ed budget book with supporting info due to Finance; CIP shall be consistent with the 1/31 submission	
*	5 (Mon.)		BOCC Work Session – review of <b>Elected Officials</b> budget submissions; BOCC direction
*	6 (Tues.)	BOCC Work Session - BOCC provides specific direction for any changes (if not completed 2/27)	
*	12 (Mon.)	Presentation/Discussion of the Capital Plan to the Planning Commission by the CIP Group	BOCC Work Session – review of <b>Boards &amp; State agencies</b> operating budget submissions; BOCC direction
	13 (Tues.)	Planning Commission recommendation to BOCC BOCC direction - FY2012 budget and 5 year plan	
*	13 (Tues.)		BOCC Work Session – review of County Administrator proposed budget for <b>County departments</b> , BOCC direction ; discussion of compensation issues
*	19 (Mon.)	BOCC Finalization of FY2013 Recommended Budget and 5-year Plan for Public hearing	BOCC Work Session – review of <b>Non-County Entities</b> and <b>Other Budget Costs &amp; Reserves</b> , with BOCC direction; direction on County compensation
*	20 (Tues.)		BOCC Work Session – reconcile revenues and expenses; final direction for changes (if necessary)
*	27 (Tues.)	BOCC approves FY2013 Recommended Budget for Public Hearing	
	31	<b>Code of St. Mary's, 27-4. Before April 1 in each year the County budget shall have been prepared and signed .....</b>	
	31		<b>COMAR 13A.02.05.03 B (1)... the county shall submit to the [MSDE] between January 1 and March 31..... a written request to exclude qualifying nonrecurring costs .....</b>
April	3	Recommended Budget Book Released	
*	10 (Tues.)	MetCom discussion/presentation of their Capital Budget and Plan – BOCC direction for changes	
		<b>Code of St. Mary's, 27-5 the hearings shall be held not less than 20 and not more than 40 days after the date of filing the proposed budget.....</b>	
May	1 (Tues.)	Public Hearing Great Mills High School 6:30pm	
*	4	Comment Period for the Public Hearing on the Recommended Budget closes	
*	14 (Mon.)	Revised CIP project detail sheets to Finance	BOCC Work Session; BOCC provides direction and/or requests for follow-up.
*	21 (Mon.)	BOCC Work Session – finalize CIP budget	BOCC Work Session – BOCC provides final direction – finalize operating budget
*	29 (Tues.)	BOCC Sets tax rates, Approves Final Budget	
June	1	<b>Code of St. Mary's, 27-6 the annual budget and appropriation act shall be adopted by June 1, or if June 1 is a legal holiday , the first day thereafter</b>	
	8	BOE Submits Final Budget Book for approval	
*	12	BOCC approves MetCom Capital Budget & Plan	
*	26	BOCC Approval of BOE Budget	
July	1	FY 2013 Budget year begins	
August	1	Release the approved budget book	

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