

Fiscal 2024 Budget Calendar

October 25	Commissioners Approve Draft FY2024 Budget Schedule
TBD	Spending Affordability Committee Meeting
December 9	Capital Project Budget Guidelines & Instructions Released
December 20	Operating Budget Guidelines & Instructions Released
January 9	Send Tax Set-Off/Tax Differential Request Forms to Municipalities
January 10	Spending Affordability Committee Report Due
January 12	Outside Agency Grant Request Forms Distributed
January 20	Capital Project Budget Submissions Due to Finance
Jan. – Feb.	Optional Budget Prep Assistance with Finance office
Jan. – Mar.	Finance Office Budget Review
February 13	Municipal Tax Set-Off/Tax Differential Requests are Due to Finance
February 15	Outside Agency Funding Requests are Due to Finance
February 17	Completed Operating Budget Submissions are Due, Including: <ul style="list-style-type: none"> - <i>Departmental Overview</i> - <i>Goals & Objectives</i> - <i>Organization Chart / Personnel Listing</i> - <i>Fee Schedule</i> - <i>Revenue Budget Submission</i> - <i>Expenditure Budget Submission</i> - <i>Justifications</i> - <i>Enhancements with Justification</i> - <i>Position Change Requests (previously reviewed by HR)</i>
Feb. 27 – Mar. 10	County Administrator Budget Review Meetings with Departments
March 8	Municipal Tax Set-Off/Tax Differential Meeting
March 28	County Administrator’s Budget Submitted to Commissioners
March 30	Budget Work Session #1 – 5PM (BOE, Library, DES & Sheriff)
April 4	Budget Work Session #2 – 5PM (Parks & DPW)
April 11	Municipal Tax Set-Off/Tax Differential Rate Hearing
April 13	Budget Work Session #3 – 5PM (Outside Agency Grants & Capital Budget)
April 18	Budget Work Session #4 – 5PM (Other County Departments as Requested)
May 3	Commissioners’ Proposed Budget Released (posted to QAC website)
May 3	Citizens’ Budget Letter to Printer
May 10	Citizens’ Budget Letter Mailed
May 22	Public Hearing at Bayside Elementary School – 7PM
May 23	Public Hearing at Liberty Building (Tax Rate Hearing) – 7PM
May 24	Public Hearing at Sudlersville Middle School – 7PM
June 6	Budget Work Session (if needed) – 5PM
June 13	Adopt Budget & Tax Rates – 7PM