

FINAL Fiscal 2018 Budget Schedule

Sept 20, 2016	Spending Affordability Committee Meeting
Sep 27	Commissioners approve FY2018 Budget Schedule
Oct 25	Present Draft FY2018 Budget Guidelines
Nov 1	Spending Affordability Committee Report Due
Nov 8	Approve FY2018 Budget Guidelines
Nov 14	Capital Projects budget packages sent to departments with guidelines and instructions
Dec 5	Operating budget packages sent to departments with guidelines and instructions Budget Workshop (Operating and Capital) for Department Heads and/or Designees
Dec 19	Capital Project budget submissions due to Budget, Finance & IT
Jan 13	Operating budget submissions due to Budget & Finance Office, to include: <ul style="list-style-type: none"> - Mission Statement - Departmental Overview - Goals & Objectives - Performance Measures - Organization Chart / Personnel Listing - List of Proposed Efficiencies/LEAN projects - Any Potential "Open Data" Datasets (e-mail to opendata@qac.org) - Justifications - Position Change Requests (previously reviewed by HR) - Revenue Budget Submission - Expenditure Budget Submission
Feb 6 – Feb 24	Departments meet with County Administrator and Budget, Finance & IT staff to review budget submissions
Mar 14	Draft Budget submitted to Commission
Mar 21	Budget Work Session #1
Mar 28	Budget Work Session #2
Mar 30	Budget Work Session #3 Capital Budget
Apr 4	Budget Work Session #4; Proposed Tax Rates Established; Final Proposed Budget decisions
Apr 11	Commissioners' Proposed Budget Released
Apr 11	Citizens' Letter mailed out
Apr 24	Public Hearing at Bayside Elementary School
Apr 25	Public Hearing at Liberty Bldg (Tax Rate Hearing)
Apr 26	Public Hearing at Sudlersville Middle School
May 9	Budget Work Session #5; Final Changes to Budget; Determine Tax Rates
May 23	Adopt Budget & Tax Rates

Approved by County Commissioners on September 27, 2016