

**FY2018 BUDGET CALENDAR Commissioners of St. Mary's County (CSMC)**

2016			
MONTH	DATE	CAPITAL BUDGET	OPERATING BUDGET
September *	20 (Tues.)	Discussion of Budget Calendar and Process with CSMC. CSMC approves process and calendar	
*	20 (Tues.)	BOE presents CIP in anticipation of State submission	
October	5	BOE State submission due to the State Public School Construction Program (PSCP letter); latest possible is November 28th – misses the 1 <sup>st</sup> round of recommendations which is on November 17, 2016	
	31		Release of budget instructions
November *	15 (Tues.)	Budget work session –discuss specific projects identified by the CSMC. CSMC directs changes/development to CIP; review of unexpended; debt capacity	Multi-Year Budget for FY2018 – FY2022
December *	13 (Tues.)		CSMC Work Session Review of revenue estimates Discussion of selected cost parameters Topical Issues Multi-Year Budget for FY2018-FY2022-updated
<b>2017</b>			
January	4	Final County CIP detail project sheets due to Finance – incorporate CSMC direction; for packages prepared for subsequent discussion at XMT; to include complete narratives and operating budget impact	
	6, 9		Training for budget preparation provided by Finance (for HTE Users) Only need to attend one of the dates.
	11	CIP Group meets with County Administrator & XMT to review proposed Capital Plan, including prioritization, parameters, and incorporating CSMC 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.)
*	24 (Tues.)	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 CSMC; CSMC authorizes local public hearing (these would be week of 2/22); if no changes proposed, no BWS needed
February	3		All Budget Submissions due to Finance, except BOE (see March 1)
	10	Complete CIP package provided to CSMC, 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 CSMC
*	14 (Tues.)	CSMC 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 Commissioners of St. Mary's County needs.

\*Indicates a CSMC meeting

BLUE Indicates legislative/Code requirements

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2017			
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*	28	Review CIP (if not already completed on 2/14)	CSMC Work Session – review of <b>Elected Officials</b> (Circuit Court, Orphans Court, Sheriff, States Attorney, Treasurer) budget submissions; CSMC direction
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 1/24 submission; also include any negotiated agreements, excludable costs, and MOE calculation	
*	7 (Tues.)		CSMC Work Session – review of County Administrator proposed budget for <b>County departments</b> , CSMC direction ; discussion of compensation issues
	13	CIP Group Presents to Planning Commission FY2018 – FY2023 Plan	
*	14 (Tues.)		CSMC Work Session – review of <b>Boards &amp; State agencies</b> operating budget submissions; CSMC direction
*	21 (Tues.)	CSMC Finalization of FY2017 Recommended Budget and 5-year Plan for Public hearing	CSMC Work Session – review of <b>Non-Profit Entities</b> and <b>Other Budget Costs &amp; Reserves</b> , with CSMC direction; direction on County compensation Reconcile revenues and expenses; final direction for changes
*	28 (Tues.)	CSMC approves FY2018 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	4	Recommended Budget Book Released	
*	18 (Tues.)	MetCom discussion/presentation of their Capital Budget and Plan – CSMC direction for changes (package due to Finance by April 4)	
		<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>	
*	18 (Tues.)	Public Hearing - 6:30pm Leonardtown High School	
	24	Revised CIP project detail sheets to Finance	
	28	Comment Period for the Public Hearing on the Recommended Budget closes	
May	2 (Tues.)	CSMC Work Session – finalize CIP budget	CSMC Work Session – CSMC review direction after Public Hearing
*	9 (Tues.)		CSMC Work Session – CSMC final direction on FY2018 Budget
*	16 (Tues.)	CSMC Sets tax rates, Approves Final Budget	
*	23 (Tues.)	CSMC approves MetCom Capital Budget & Plan – (package due to Finance on May 9 <sup>th</sup> )	
	29	BOE Submits Final Complete Budget Book and Budget In Brief for approval; MOE Calculations and Budget Submission to MSDE, to include certifications and excludables	
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>	
*	13 (Tues.)	CSMC Approval of BOE Budget (Due to MSDE 30 Days after approval of County Budget)	
July	1	FY2018 Budget year begins	
	31	Release the Approved Budget Book	