

## Approved Fiscal 2019 Budget Schedule

<b>Sept 11, 2017</b>	<b>Spending Affordability Committee Meeting</b>
<b>Sep 26</b>	<b>Commissioners approve FY2019 Budget Schedule</b>
<b>Oct 2</b>	<b>Spending Affordability Committee Meeting</b>
<b>Nov 1</b>	<b>Spending Affordability Committee Report Due</b>
<b>Nov 14</b>	<b>Approve Draft FY2019 Budget Guidelines</b>
<b>Nov 15-21</b>	<b>Budget School-Operating budget guidelines and instructions sent to departments Budget Workshop (Operating and Capital) for Department Heads and/or Designees</b>
<b>Nov 17</b>	<b>Capital Projects budget guidelines and instructions sent to departments</b>
<b>Dec 19</b>	<b>Capital Project budget submissions due</b>
<b>Jan 2</b>	<b>Operating budget submissions due to Budget, Finance, IT Office to include:</b> <ul style="list-style-type: none"> <li>- Mission Statement</li> <li>- Departmental Overview</li> <li>- Goals &amp; Objectives</li> <li>- Performance Measures</li> <li>- Organization Chart / Personnel Listing</li> <li>- List of Proposed Efficiencies/LEAN projects</li> <li>- Fee Schedule</li> <li>- Any Potential "Open Data" Datasets (e-mail to <a href="mailto:opendata@qac.org">opendata@qac.org</a>)</li> <li>- Justifications</li> <li>- Position Change Requests (previously reviewed by HR)</li> <li>- Revenue Budget Submission</li> <li>- Expenditure Budget Submission</li> </ul>
<b>Jan 15-19, 2018</b>	<b>Departments meet with Budget, Finance &amp; IT staff to review budget submissions</b>
<b>Feb 7 – Feb 19</b>	<b>Departments meet with County Administrator and Budget, Finance &amp; IT staff to review budget submissions</b>
<b>Mar 13</b>	<b>Draft Budget submitted to Commissioners</b>
<b>Mar 20</b>	<b>Budget Work Session #1</b>
<b>Mar 27</b>	<b>Budget Work Session #2</b>
<b>Mar 29</b>	<b>Budget Work Session #3 Capital Budget</b>
<b>Apr 3</b>	<b>Budget Work Session #4 Proposed Tax Rates Established</b>
<b>Apr 10</b>	<b>Commissioners' Proposed Budget Released</b>
<b>Apr 12</b>	<b>Citizens' Letter mailed</b>
<b>Apr 23</b>	<b>Public Hearing at Bayside Elementary School</b>
<b>Apr 24</b>	<b>Public Hearing at Liberty Bldg (Tax Rate Hearing)</b>
<b>Apr 25</b>	<b>Public Hearing at Sudlersville Middle School</b>
<b>May 8</b>	<b>Budget Work Session #5 Final Changes to Budget &amp; Determine Tax Rates</b>
<b>May 22</b>	<b>Adopt Budget &amp; Tax Rates</b>