

**FY2021 BUDGET CALENDAR Commissioners of St. Mary's County (CSMC)**

<b>2019</b>			
<b>MONTH</b>	<b>DATE</b>	<b>CAPITAL BUDGET</b>	<b>OPERATING BUDGET</b>
September *	10	Discussion of Budget Calendar and Process with CSMC. CSMC accepts process and calendar	
*	24	BOE presents CIP in anticipation of State submission	
October	4	BOE State submission due to the Interagency on School Construction	
October (BWS)	29	Budget work session –discuss specific projects identified by the CSMC. CSMC directs changes/development to CIP; review of unexpended; debt capacity	Commissioner Direction on Budget Parameters.
November	15		Release of budget instructions
December	12		Training for budget preparation provided by Finance (for Central Square Users) Only need to attend one of the dates.
December (BWS)	17		CSMC Work Session Review of revenue estimates Topical Issues Multi-Year Budget for FY2021-FY2025
December	19		Training for budget preparation provided by Finance (for Central Square Users) Only need to attend one of the dates.
<b>2020</b>			
January	3	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	
January	8	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.) (Due to ESB on December 15 <sup>th</sup> )
January	10		All Budget Submissions due to Finance, except BOE (see March 1)
January *	14	MetCom presents schedule of borrowing – MDE/Water Quality Applications. Due January 31, 2020. (due to Finance December 31, 2018)	
January	22	Capital project detail sheets incorporating changes from XMT due to Finance – including BOE that has been approved by their Board	
January *	28		Fire/Rescue departments requesting rate changes present/discuss with CSMC; CSMC authorizes local public hearing (these would be week of 2/17);
February	18	Complete CIP package provided to CSMC, to include summary spreadsheets, project detail sheets, impact fee calculations, and other funding calculations – debt capacity, bonds, transfer tax, and bond authority.	
February (BWS)	25	CSMC Work Session – review of CIP (including BOE)	
February	25		Operating Submissions provided to CSMC

Note: Work Sessions are generally held in the meeting room in Chesapeake Building starting at 1:30pm.

Dates may be subject to change based on Commissioners of St. Mary's County needs.

**BLUE** Indicates legislative/Code requirements

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2020			
MONTH	DATE	CAPITAL BUDGET	OPERATING BUDGET
March	1	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	
March	1	Board of Ed budget book with supporting info due to Finance; CIP shall be consistent with the 1/22 submission; also include any negotiated agreements, excludable costs, and MOE calculation	
March (BWS)	3	Review CIP (if not already completed on 2/25)	CSMC review of Elected Officials Requests (Circuit Court, Orphans Court, Sheriff, State's Attorney, Treasurer)
March	9	CIP Group Presents to Planning Commission FY2021 – FY2026 Plan	
March (BWS)	10	CSMC Work Session – review of County Departments, CSMC direction; discussion of compensation issues.	
March (BWS)	17	Direction on compensation and Benefits; State Agencies; Non-Profits review	
March (BWS)	24	Finalization of FY2021 CIP Recommended Budget and 5-year Plan for Public hearing	BOE and final balancing for a Recommended Budget for Public Hearing
March *	31	CSMC approves FY2021 Recommended Budget for Public Hearing	
March *	31	CSMC Approves schedule of qualifying nonrecurring costs for BOE to be submitted to MSDE by March 31 <sup>st</sup> of each year	
March	31	Code of St. Mary's, 27.4. Before April 1 in each year the County budget shall have been prepared and signed...	
March	31	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...	
April	3	Recommended Budget Book Released	
April *	21	MetCom discussion/presentation of their Capital Budget and Plan – CSMC direction for changes (package due to Finance by April 7th)	
April	21	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.....	
April *	21	Public Hearing - 6:30pm Chopticon High School	
April	21	Revised CIP project detail sheets to Finance	Operating Appeals due to Finance
April	28	Comment Period for the Public Hearing on the Recommended Budget closes	
May (BWS)	5	CSMC Work Session – finalize CIP budget	CSMC Work Session – CSMC review direction after Public Hearing
May (BWS)	12		CSMC Work Session – CSMC final direction on FY2021 Budget
May *	19	CSMC Sets tax rates, Approves Final Budget	
May *	19	CSMC approves MetCom Capital Budget & Plan – (package due to Finance on May 5 <sup>h</sup> )	
May *	19	CSMC approve BOE MSDE Certifications & Excludable Costs – contingent upon BOE Approvals on May 20, 2020 (Due to MSDE 7 Days after approval of County Budget) – due to County Finance May 14, 2020	
May	20	BOE Adopts their final FY2021 Operating Budget, MSDE Certifications & Excludable Costs	
June	1	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	
June	1	BOE Submits Final Complete Budget Book to Finance.	
June	16	CSMC Approval of BOE Budget Book & Appropriation	
July	1	FY2021 Budget year begins	
July	31	Complete the Approved Budget Book	

Note: Work Sessions are generally held in the meeting room in Chesapeake Building starting at 1:30pm.  
May 12, 2020 BWS starts at 2pm.