

COUNTY OF MONTGOMERY
BUDGET CALENDAR FOR FY 2011

The Budget Calendar is a schedule for the development of the County budget. It is very important that everyone adhere to the Budget Calendar and fulfill his/her responsibility in the budgeting process.

<u>DATE</u>	<u>FUNCTION</u>	<u>RESPONSIBILITY</u>
November 20, 2009	Budget working documents given to divisions and mailed to external agencies along with special instructions and guidelines.	Financial & Management Services
November 16, 2009	Budget work session on issues for budget development - (Special Board Meeting)	Board of Supervisors
December 7-11, 2009	Divisions without access to the County's network enter base budget changes.	Financial & Management Services
December 30, 2009	Due date for Proposed Base Budget revisions for all divisions, agencies, and organizations. (except for Schools)	Directors, Divisions, and Agency Heads
January 11, 2010	Public Hearing for citizen input. (Regular Board Meeting)	Board of Supervisors
January 11 - February 8, 2010	County Administrator reviews budget requests with Directors, Constitutional Officers, and Agency Heads.	County Administrator
January 25, 2010	Budget work session on issues for budget development - (Regular Board Meeting)	Board of Supervisors
February 8, 2010	Budget work session on issues for budget development - School Budget Presentation. (Regular Board Meeting)	School Board
February 22, 2010	Budget work session on issues for budget development - (Regular Board Meeting)	Board of Supervisors
March 5, 2010	Proposed Budget document delivered to Board of Supervisors.	County Administrator
March 8, 2010	Presentation of FY 11 Proposed Budget. (Regular Board Meeting)	County Administrator
March 8-15, 2010	Budget work sessions on issues for budget development - Develop advertised budget and tax rate. (Special Work Sessions)	Board of Supervisors

<u>DATE</u>	<u>FUNCTION</u>	<u>RESPONSIBILITY</u>
March 15, 2010	Budget work session on issues for budget development - By this date; establish advertised tax rate and prepare budget synopsis notices of public hearing in paper. (Special Work Session)	Board of Supervisors
March 25, 2010	Public Hearing on advertised tax rate and budget. (Special Board Meeting)	Board of Supervisors
March 15 - April 12, 2010	Work sessions to adopt budget (including Schools) and establish tax rate.	Board of Supervisors
April 12, 2010	Establish tax rate and adopt budget. (Regular Board Meeting)	Board of Supervisors
By June 30, 2010	Make final budget appropriation.	Board of Supervisors
After July 1, 2010	Divisions and Agencies notified of final appropriations.	County Administrator

- 1 PUBLIC HEARING: A public hearing on the budget is required. If a tax rate increase is needed, notice must be published at least 7 days before the public hearing and at least 14 days before final action.
- 2 TAX RATE AND BUDGET: The tax rate and budget must be established at the same time. This must be done early to process the first installment of real estate taxes.
- 3 LEGAL NOTICES AND PUBLIC HEARINGS: Legal notices and public hearings on the School Budget may be considered separately from the Non-School Budget. The School Budget must be approved by May 1, 2010 or within 30 days after receipt of State revenue estimates; which is later.