

FY2025 BUDGET CALENDAR Commissioners of St. Mary's County (CSMC)

2023			
MONTH	DATE	CAPITAL BUDGET	OPERATING BUDGET
September *	12	Discussion of Budget Calendar and Process with CSMC. CSMC accepts process and calendar Commissioner Direction on Budget Parameters. Non-Profit funding amount – rules...	
September	15	Release of CIP budget instructions – CIP sheets due to Finance October 1, 2023 for BWS in November.	
September *	26	BOE presents CIP in anticipation of State submission	
October	4	BOE State submission due to the Interagency on School Construction FY2025	
November	17		Release of Operating budget instructions/Non-Profit
November (BWS)	28	Budget work session –discuss specific projects identified by the CSMC. CSMC directs changes/development to CIP; review of unexpended; debt capacity; project changes to approved plan;	
November	30		Training for budget preparation provided by Finance. (For Central Square Users) Only need to attend one of the dates.
November	30		Training for Non-Profit Agencies/website
December (BWS)	12		CSMC Work Session Review of revenue estimates Topical Issues Multi-Year Budget for FY2025-FY2029
December	14		Training for budget preparation provided by Finance (For Central Square Users) Only need to attend one of the dates.
2024			
January	2	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 Mon.	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.) (Present to ESB Meeting – December 13,2023)
January	12		All Budget Submissions due to Finance, except BOE (see February 1)
January	17	Capital project detail sheets incorporating changes from XMT due to Finance – including BOE that has been approved by their Board	
January *	23	MetCom presents schedule of borrowing – MDE/Water Quality Applications. Due January 31, 2024. (due to Finance January 9, 2024)	
January *	23		Fire/Rescue departments requesting rate changes present/discuss with CSMC; CSMC authorizes local public hearing (these would be week of 2/11);
February	1	Board of Ed budget book with supporting info due to Finance; CIP shall be consistent with the 1/17 submission; also include any negotiated agreements, excludable costs, and MOE calculation	
February	6	Complete CIP package provided to CSMC, to include summary spreadsheets, project detail sheets, excise tax calculations, and other funding calculations – debt capacity, bonds, transfer tax, and bond authority.	

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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2024			
MONTH	DATE	CAPITAL BUDGET	OPERATING BUDGET
February (BWS)	13	CSMC Work Session – review of CIP (including BOE)	
February	13		Operating Submissions to CSMC
February (BWS)	27	Review CIP (if not already completed on 2/13)	CSMC review of BOE Budget request
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 (BWS)	5		CSMC review of Elected Officials Requests (Circuit Court, Orphans Court, Sheriff, & State's Attorney)
March	11	CIP Group Presents to Planning Commission FY2026 – FY2030 Plan	
March (BWS)	12		CSMC review of County Departments and discussion of Compensation issues with direction
March (BWS)	19	Finalization of FY2025 CIP Recommended Budget and 5-year Plan for Public hearing	State Agencies, Non-Profits and Final balancing for a Recommended Budget for Public Hearing
March *	26	CSMC approves FY2025 Recommended Budget for Public Hearing	
March *	26	CSMC Approves schedule of qualifying nonrecurring costs for BOE to be submitted to MSDE by March 31 st 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	8	Recommended Budget Book Released	
April *	23	MetCom discussion/presentation of their Capital Budget and Plan – CSMC direction for changes (package due to Finance by April 9th)	
April	23	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 *	23	Public Hearing - 6:30pm Great Mills High School	
April	24	Revised CIP project detail sheets to Finance	Operating Appeals due to Finance
April	30	Comment Period for the Public Hearing on the Recommended Budget closes	
May (BWS)	7	CSMC Work Session – finalize CIP budget	CSMC Work Session – CSMC review direction after Public Hearing
May (BWS)	14		CSMC Work Session – CSMC final direction on FY2024 Budget
May *	21	CSMC Sets tax rates, Approves Final Budget	
May *	21	CSMC approves MetCom Capital Budget & Plan – (package due to Finance on May 9 ^h)	
May *	21	CSMC approve BOE MSDE Certifications & Excludable Costs – contingent upon BOE Approvals on May 22, 2024 (Due to MSDE 7 Days after approval of County Budget or by June 30 th , whichever is earlier)	
May	22	BOE Adopts their final FY2025 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	3	BOE Submits Final Complete Budget Book to Finance.	
June	11	CSMC Approval of BOE Budget Book & Appropriation (confirm Bus Driver's rates match County)	
July	1	FY2025 Budget year begins	
July	31	Complete the Approved Budget Book – Submit to GFOA 90 Days after Budget Approval	

Note: Work Sessions are generally held in the meeting room in Chesapeake Building starting at 1:30pm.
 May 7, could start at 2 pm based on timing of Law Enforcement Appreciation Day timing.