FY2028 BUDGET CALENDAR Commissioners of St. Mary's County (CSMC)

2026			
MONTH	**DATE**	**CAPITAL BUDGET**	**OPERATING BUDGET**
September *	15	Discussion of Budget Calendar and CSMC meeting calendar	
September	21	Release of CIP budget instructions – CIP projects.	
September *	22	Board of Education presents CIP for in anticipation of State submission	
October	1		Training for Zero Based Budgeting–Select Departments
October	5	BOE State submission due to the Interagency on School Construction FY2028	
October	8		Release of Fire &Rescue and Non-Profit Instructions
October	22		Release of Operating budget instructions
October	29	CIP Projects due to Finance for BWS in December	
November	4		Virtual training for Non-Profit Agencies/website
November	5		Virtual training for operating budget
December (BWS)	8	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;	
December	10		Non-Profit Grant submissions due to Finance
December (BWS)	15		CSMC Work Session Review of revenue estimates Topical Issues Multi-Year Budget for FY2028-FY2032
2027			
January	5	Final County CIP detail project sheets due to Finance – incorporate CSMC direction for packages prepared for subsequent discussion with CIP Group. Include complete narratives and operating impacts.	
January	7		Dept of Emergency Svcs submits to Finance rate change requests and 5-year Loan Request plans on behalf of the Fire/Rescue departments as approved by the ESB at their December 2026 meeting.
January	12		All Budget Submissions due to Finance, except Board of Education (see February 6)
January *	12	MetCom presents schedule of borrowing – DHCD/MDE/Water Quality Applications. Due January 31, 2026. (due to Finance Dec 19, 2025)	
January	14	CIP Group meets with County Administrator to review proposed Capital Plan, including prioritization, parameters, and incorporating CSMC direction, using completed project detail sheets	
January	20	Capital project detail sheets incorporating changes from the CIP Group due to Finance – including Board of Education that has been approved by their Board	
January *	26		Fire/Rescue departments requesting rate changes present/discuss with CSMC; CSMC authorizes local public hearing (earliest hearing can be Feb 23);
February	2	Complete CIP package provided to CSMC, to include summary spreadsheets, project detail sheets, and funding allocations – debt capacity calculation.	Zero Based Budgets - submitted to the Commissioners

Note: Work Sessions are generally held in the meeting room in Chesapeake Building starting at 1:30pm.
Dates and times are subject to change based on Commissioners of St. Mary's County needs.

BLUE: Indicates legislative/Code requirements

* Indicates CSMC meeting (including Public Hearing)

FY2028 BUDGET CALENDAR Commissioners of St. Mary's County (CSMC)

2027			
MONTH	**DATE**	**CAPITAL BUDGET**	**OPERATING BUDGET**
February	9		Operating Budgets - submitted to the Commissioners
February (BWS)	9	CSMC review of CIP (including BOE)	CSMC review of Depts using Zero Based Budgets
February	12	Board of Education Recommended budget book with supporting info due to Finance; CIP shall be consistent with the 1/20 submission; also include any negotiated agreements, excludable costs, and MOE calculation	
February (BWS)	23	Final CIP review (if not completed on 2/9)	CSMC review of Board of Education 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)	2		CSMC review of Elected Officials, State Agencies and Non-Profits Requests.
March	8	CIP Group Presents to Planning Commission FY2028 – FY2032 Plan	
March (BWS)	9		CSMC review of County Departments and discussion of Compensation issues with direction
March (BWS)	16	Finalization of FY2028 CIP Recommended Budget and 5-year Plan for Public hearing	Final balancing for a Recommended Budget for Public Hearing
March *	23	CSMC approves FY2028 Recommended Budget and Tax Rates for Public Hearing **Per Code of St. Mary's, 27.4. Before April 1 in each year the County budget shall have been prepared and signed…**	
March *	23	CSMC Approves schedule of qualifying nonrecurring costs for BOE to be submitted to MSDE by March 31st **Per 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	6	Recommended Budget Book Released	
April *	20	MetCom discussion/presentation of their Capital Budget and Plan – CSMC direction for changes (package due to Finance by April 8th)	
April *	20	Public Hearing - 6:30pm Great Mills High School **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	22	Revised CIP project detail sheets to Finance	Operating Appeals due to Finance
April	27	Comment Period for the Public Hearing on the Recommended Budget closes	
May (BWS)	4	CSMC Work Session – finalize CIP budget	CSMC Work Session – CSMC review direction and appeals after Public Hearing
May (BWS)	11		CSMC Work Session – CSMC final direction on FY2028 Budget
May *	18	CSMC Sets tax rates, Approves Final Budget **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**	
May *	18	CSMC approves MetCom Capital Budget & Plan – (package due to Finance on April 28)	
May *	25	CSMC approve BOE MSDE Certifications & Excludable Costs – contingent upon Board of Education Approvals on May 26, 2026 (Due to MSDE 7 Days after approval of County Budget or by June 30th, whichever is earlier)	
May	26	Board of Education adopts their final FY2028 Operating Budget, MSDE Certifications & Excludable Costs	
June	1	Board of Education Submits Final FY28 Budget Book to Finance.	
June *	8	CSMC Approval of Board of Education Budget Book & Appropriation (confirm Bus Driver's rates match County)	
July	1	FY2028 Budget year begins	
August	2	Complete the Approved Budget Book – Submit to GFOA 90 Days after Budget Approval	

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