



FY2019 CECIL COUNTY, MARYLAND OPERATING & CAPITAL BUDGET DEVELOPMENT CALENDAR

(Revised 10/31/2017)

Date	Event/Activity
October 31, 2017	2019 Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
November 8, 2017	2019 Operating Budget forms sent to County Departments and Agencies.
November 16 & 20, 2017	Training days on input of budget directly into MUNIS general ledger for County Departments.
December 12, 2017	2019 Capital Improvement Program (CIP) Forms due to Budget Manager.
December 20, 2017	Requests for new Information Technology, Motor Vehicles and personnel items (new positions, reclassifications, upgrades and/or reorganizations) due to the Budget Manager.
January 15-30, 2018	Capital Improvement Review Meetings with County Departments & Agencies with the County Executive and Administration.
January 22, 2018	Due date for input of operating budget request into MUNIS or return of operating budget forms to Budget Manager.
February 13, 2018	County Executive - Public Hearing for Citizen Input - 2019 Budget - Elk Room 7pm.
February 15, 2018	Receipt of Cecil County Public Schools, Cecil College, and Cecil County Public Library Operating Budget Requests.
February 15, 2018	Submit Proposed 2019 Capital Improvement Program and Capital Budget documents to the Planning Commission.
March 19, 2018	Planning Commission Meeting - 6:00pm - Elk Room.
March 30, 2018	County Executive submits Proposed Budget and Capital Improvement Program to County Council on or before April 1.
April 3 - May 15, 2018	Cecil County Council time frame to schedule hearings with County Departments & Agencies to present information and answer questions regarding their proposed budget request.
May 22, 2018	Public Hearing on Annual Budget & Appropriation Ordinance of Cecil County, Maryland at Elkton High School - 7pm.
June 5, 2018	Formal Adoption of Annual Budget & Appropriation Ordinance of Cecil County, to adopt the County Budget consisting of the Current Expense Budget for the fiscal year ending June 30, 2019, the Capital Budget for the fiscal year ending June 30, 2019 and to appropriate funds for all expenditures for the fiscal year beginning July 1, 2018 and ending June 30, 2019 - 7pm. Adoption date no later than June 15, 2018 per County Charter.
June - July	FY2019 Final Budget document prepared and distributed.