



**FY2026 BUDGET PLANNING  
OPERATING BUDGET CALENDAR  
FREDERICK COUNTY**

<u>DATE</u>	<u>ACTION</u>
September	Meetings with Divisions/Departments about Budget to Actuals, Base Items and Budget Process
September 2024 – January 2025	Budget Staff working with Division to review Strategic Outlook and Performance Measures
October 7, 2024	Budget instructions released to departments
October 8, 10, 15, 2024	Budget Kickoff-General Mandatory training/review with all departments (virtual/in-person options)
October 2024	Budget Training for end users - one on one meetings (as needed)
October 23, 2024	All HR and Fleet forms (for BASE) must be submitted to the corresponding department for review (will be returned by Nov 8 <sup>th</sup> )
November 2024	Quarterly Division/Department meetings with Budget to Actuals and Base Items
November 2024	County Administration Initial Meeting with Divisions & Agencies
November 13, 2024	HR forms (for APPEALS and REPROGRAMMING) must be submitted to the corresponding department for review (will be returned by Nov 30 <sup>th</sup> )
November 18, 2024	<b>Base, Reallocation, and Balancing Change Requests due to Budget Office</b>
November 19, 2024	Fleet forms (for APPEALS AND REPROGRAMMING) must be submitted to the corresponding department for review (will be returned by Nov 30 <sup>th</sup> )
December 2024	County Executive's Public Hearing – Receive proposals for inclusion in the FY2026 Operating and Capital Budget
December 18, 2024	<b>Appeal and Reprogramming Change Requests due to Budget Office</b>
Late January/Early February 2025	Quarterly Division/Department meetings with Budget to Actuals
February/March	County Executive to meet with Divisions & Agencies

2025	
February 2025	Operating Budgets Requested from BOE, FCC, FCPL
March 2025	Budget Simulation for the Public
March 2025	County Executive's Public Hearing – FY2026 Budget Requests
By April 15, 2025	County Executive presents FY2026 Proposed Budget
April/May 2025*	County Council's Public Hearing on the Proposed FY2026 Operating Budget and Property Tax Rate (if required)
April/May 2025*	County Council – Meet with Divisions/Departments about FY2026 Budget Items
April/May 2025*	County Council – Finalize the Operating Budget
May 2025	Quarterly Division/Department meetings with Budget to Actuals
May 2025*	County Council Adopts the FY2026 Operating Budget
May 2025*	County Council Adopts the FY2026 Property Tax Rate

\* Please refer to the County Council Agenda/Calendar for more information on the times and dates  
 Red Dates are public events regarding Budget Planning for FY2026 otherwise, they are internal staff events

[Budget Process for FY2026](#)

[Budget Planning for FY2026](#)