



# 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> )
<b>November 18, 2024</b>	<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
<b>December 18, 2024</b>	<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