



**FISCAL YEAR 2025  
OPERATING BUDGET CALENDAR  
FREDERICK COUNTY**

<u>DATE</u>	<u>ACTION</u>
July 20, 2023	Review FY2025 Budget Planning and Budget Process
End of Aug/Beg Sept	Meetings with Divisions/Departments about Budget to Actuals, Base Items and new budget processes
October 3, 2023	Budget instructions released to departments
October 3, 2023	Budget Kickoff-General Mandatory training/review with all departments
October 2023	Budget Training for end users with Budget Liaisons one on one meetings
October 20, 2023	All HR and Fleet forms (for BASE) must be submitted to the corresponding department for review (will be returned by Nov 3 <sup>rd</sup> )
November 2023	Quarterly Division/Department meetings with Budget to Actuals and Base Items
November 13, 2023	HR forms (for APPEALS) must be submitted to the corresponding department for review (will be returned by Nov 30 <sup>th</sup> )
November 14, 2023	Base, Reallocation, and Balancing Change Requests due to Budget Office
November 17, 2023	Fleet forms (for APPEALS) must be submitted to the corresponding department for review (will be returned by Nov 30 <sup>th</sup> )
December 2023	<b>County Executive's Public Hearing – Receive proposals for inclusion in the FY2025 Operating Budget</b>
December 18, 2023	Appeal Change Requests due to Budget Office
Late January/Early February 2024	Quarterly Division/Department meetings with Budget to Actuals
February/March 2024	County Executive to meet with Divisions & Agencies
February 2024	Operating Budgets Requested from BOE, FCC, FCPL

March 2024	Budget Simulation for the Public
March 2024	County Executive's Public Hearing –FY2025 Budget Requests
By April 15, 2024	County Executive presents FY2025 Proposed Budget
April/May 2024*	County Council's Public Hearing on the Proposed FY2025 Operating Budget and Constant Yield Property Tax Rate
April/May 2024*	County Council – Meet with Divisions/Departments about FY2025 Budget Items
April/May 2024*	County Council – Finalize the Operating Budget
May 2024	Quarterly Division/Department meetings with Budget to Actuals
May 2024*	County Council Adopts the FY2025 Operating Budget
May 2024*	County Council Adopts the FY2025 Property Tax Rate

\* Please refer to the County Council Agenda/Calendar for more information on the times and dates

**Red Dates are public events** otherwise, they are internal staff events

Budget Process for FY2025

[Budget Planning for FY2025](#)