



County of Prince Edward  
FY 17 Budget Schedule

DATE	ACTIVITY	TIME/LOCATION
February 1, 2016	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
February 1, 2016	Donation Request forms distributed	
February 5-Mar 10, 2016	Budget work sessions between Departments and County Administrator	
February 4, 2016	Board of Supervisors Budget Planning meeting	3:30 p.m. 3 <sup>rd</sup> Floor Conference Room
February 4, 2016	Joint meeting of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
February 26, 2016	Budget worksheets submitted to County Administrator.	
March 15, 2016 <i>Tues</i>	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 17, 2016	School Superintendent submits local funding request to County Administrator	
March 22, 2016	Revenue estimates completed by County Administrator	
March 22, 2016 <i>Tues</i>	Presentation of County Administrator's proposed budget to Board of Supervisors	5:30 p.m. Board of Supervisors Room
March 29, 2016 <i>Tues</i>	Board of Supervisors budget work session – presentations by Outside Agencies	2:00 p.m. Board of Supervisors Room
April 5, 2016 <i>Tues</i>	Board of Supervisors authorizes Public Hearing for April 19, (Ad dates – April 8 & 15)	5:30 p.m. Board of Supervisors Room
April 5 2016 <i>Tues</i>	Board of Supervisors budget work session – presentation of School Budget	5:30 p.m. Board of Supervisors Room
April 12, 2016 <i>Tues</i>	Board of Supervisors Budget Work Session	5:30 p.m. 3 <sup>rd</sup> Floor Conference Room
April 19, 2016 <i>Tues</i>	Board of Supervisors Budget Work Session	5:30 p.m. 3 <sup>rd</sup> Floor Conference Room
April 19, 2016 <i>Tues</i>	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 26, 2016 <i>Tues</i>	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 14, 2016 <i>Tues</i>	Approval of Appropriations.	7:00 p.m. Board of Supervisors Room