



County of Prince Edward
FY 18 Budget Schedule

DATE	ACTIVITY	TIME/LOCATION
February 1, 2017	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
February 1, 2017	Donation Request forms distributed	
February 6-Mar 10, 2017	Budget work sessions between Departments and County Administrator	
February 7, 2017	Board of Supervisors Budget Planning meeting	5:30 p.m. 3 rd Floor Conference Room
February 16, 2017	Joint meeting of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
February 27, 2017	Budget worksheets submitted to County Administrator.	
March 7, 2017	Board of Supervisors budget work session – presentation by Outside Agencies	5:30 p.m. 3 rd Floor Conference Room
March 16, 2017	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 24, 2017	School Superintendent submits local funding request to County Administrator	5:00 p.m.
March 24, 2017	Revenue estimates completed by County Administrator	
March 28, 2017	Presentation of County Administrator's proposed budget to Board of Supervisors.	5:30 p.m. Board of Supervisors Room
March 30, 2017	Board of Supervisors budget work session	2:00 p.m. Board of Supervisors Room
March 30, 2017	Superintendent submits school budget to County Administrator	5:00 p.m.
April 4, 2017	Board of Supervisors authorizes Public Hearing for April 18, (Ad dates – April 7 & 14)	5:30 p.m. Board of Supervisors Room
April 4, 2017	Board of Supervisors budget work session – presentation of School Budget	5:30 p.m. Board of Supervisors Room
April 11, 2017	Board of Supervisors Budget Work Session	5:30 p.m. 3 rd Floor Conference Room
April 18, 2017	Board of Supervisors Budget Work Session	5:30 p.m. 3 rd Floor Conference Room
April 18, 2017	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 25, 2017	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 13, 2017	Approval of Appropriations.	7:00 p.m. Board of Supervisors Room

Approved: