



County of Prince Edward  
FY 19 Budget Schedule

DATE	ACTIVITY	TIME/LOCATION
February 1, 2018	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
February 1, 2018	Donation Request forms distributed	
February 6-Mar 10, 2018	Budget work sessions between Departments and County Administrator	
February 6, 2018	Board of Supervisors Budget Planning meeting	5:30 p.m. 3 <sup>rd</sup> Floor Conference Room
February 15, 2018	Joint meeting of Board of Supervisors and School Board Finance Committees	5:30 p.m. School Board Conf. Room
February 26, 2018	Budget worksheets submitted to County Administrator.	
March 6, 2018	Board of Supervisors budget work session – presentation by Outside Agencies	5:30 p.m. 3 <sup>rd</sup> Floor Conference Room
March 15, 2018	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 23, 2018	School Superintendent submits local funding request to County Administrator	5:00 p.m.
March 23, 2018	Revenue estimates completed by County Administrator	
March 27, 2018	Presentation of County Administrator’s proposed budget to Board of Supervisors.	5:30 p.m. Board of Supervisors Room
March 29, 2018	Board of Supervisors Budget Work Session	2:00 p.m. Board of Supervisors Room
March 29, 2018	Superintendent submits school budget to County Administrator	5:00 p.m.
April 3, 2018	Board of Supervisors authorizes Public Hearing for April 17, (Ad dates – April 6 & 13)	5:30 p.m. Board of Supervisors Room
April 3, 2018	Board of Supervisors Budget Work Session	5:30 p.m. Board of Supervisors Room
April 10, 2018	Board of Supervisors Budget Work Session - Presentation of School Budget	5:30 p.m. Board of Supervisors Room
April 17, 2018	Board of Supervisors Budget Work Session	5:30 p.m. 3 <sup>rd</sup> Floor Conference Room
April 17, 2018	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 24, 2018	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 12, 2018	Approval of Appropriations.	7:00 p.m. Board of Supervisors Room