

**County of Prince Edward
FY 21 Budget Schedule**

DATE	ACTIVITY	TIME/LOCATION
January 28, 2020	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
January 28, 2020	Donation Request forms distributed	
Feb. 3 – Mar. 6, 2020	Budget work sessions between Departments and County Administrator	
February 4, 2020 (Tues)	Board of Supervisors Budget Planning meeting	5:30 p.m. 3 rd Floor Conference Room
February 12, 2020	Joint meeting of Finance Committees of the Board of Supervisors and School Board.	12:00 p.m. Visitor Center
February 25, 2020 (Tues)	Budget worksheets submitted to County Administrator.	
March 3, 2020 (Tues)	Board of Supervisors budget work session - presentation by Outside Agencies	5:30 p.m. 3 rd Floor Conference Room
March 4, 2020 (Wed)	Joint meeting of Finance Committees of the Board of Supervisors and School Board.	1:00 p.m. School Board Conference Room
March 17, 2020 (Tues)	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. P.E. High School Library
March 20, 2020 (Fri)	School Superintendent submits local funding request to County Administrator	5:00 p.m.
March 20, 2020 (Fri)	Revenue estimates completed by County Administrator	5:00 p.m.
March 24, 2020 (Tues)	Presentation of County Administrator's proposed budget to Board of Supervisors.	5:30 p.m. Board of Supervisors Room
March 26, 2020 (Thurs)	Board of Supervisors budget work session	2:00 p.m. Board of Supervisors Room
March 26, 2020 (Thurs)	Superintendent submits school budget to County Administrator	5:00 p.m.
March 31, 2020 (Tues)	Board of Supervisors budget work session	5:30 p.m. 3 rd Floor Conference Room
April 7, 2020 (Tues)	Board of Supervisors Budget Work Session - Presentation of School Budget. Board authorizes Public Hearing for April 21 (Ad dates April 10 & April 17)	5:30 p.m. Board of Supervisors Room
April 14, 2020 (Tues)	Board of Supervisors Budget Work Session	5:30 p.m. 3 rd Floor Conference Room
April 21, 2020 (Tues)	Board of Supervisors Budget Work Session	5:30 p.m. 3 rd Floor Conference Room
April 21, 2020 (Tues)	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 28, 2020 (Tues)	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 9, 2020 (Tues)	Approval of Appropriations.	7:00 p.m. Board of Supervisors Room

Note: Schedule subject to change by authority of the Board of Supervisors.