



THE TOWN OF CENTREVILLE 101 LAWYERS ROW CENTREVILLE, MD 21617  
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## FY20 Budget Timeline

Date		Task
January 17, 2019	Council, Town Manager & Department Heads	Go over the budget process and the budget timeline with Council
February 2019	Maryland Department of Assessments & Taxation	Receive notification of Constant Yield Tax Rate from MD Department of Assessments & Taxation
February 25, 2019	Town Manager & Department Heads	Draft of Operating Budget due
March 11, 2019	Town Manager & Department Heads	Draft of Capital Budget due.
March 21, 2019	Council, Town Manager & Department Heads	Presentation of Draft Budget to Council
March 28, 2019	Council, Town Manager & Department Heads	Possible Work Session with Council, Evening @ Centreville Wharf – 6:00 p.m.
April 18, 2019	Council, Town Manager & Department Heads	Possible Work Session with Council, Evening @ Liberty Building – 6:00 p.m.
April 25, 2019	Council, Town Manager & Department Heads	Possible Work Session with Council, Evening @ Liberty Building – 6:00 p.m.
April 26, 2019	Town Clerk	Advertise Constant Yield Public Hearing (Submit on Tuesday, April 23, 2019)
May 2, 2019	Town Clerk	Advertise Budget Public Hearing (Submit on Tuesday, April 23, 2019)
May 3, 2019	Town Clerk	Advertise Constant Yield Public Hearing (Submit on April 30th) – if needed
May 16, 2019	Town Council	Budget Public Hearing
May 16, 2019	Town Council	Constant Yield Public Hearing (if needed)
June 6, 2019	Town Council	Adoption of the Budget
June 10, 2019	Finance Officer	Give notice of tax levy made by Council to QAC

- Maryland Department of Assessments and Taxation notifies the counties, Baltimore City, and municipal taxing authorities of the tax rate that would produce the same revenue from the property tax as was produced the year before. If a town's proposed tax rate on real property exceeds the constant yield tax rate, state law requires the town to give public notice and hold a public hearing prior to setting the tax rate.
- Town Manager is required by the Charter to submit a budget to the Council, at least 32 days before beginning of the fiscal year – Charter of the Town of Centreville Town, Section 505
- The Council shall hold a public hearing after two weeks' notice is given in the newspaper -- Charter of the Town of Centreville Town, Section 506
- Finance Officer is required to immediately give notice after the levy is made by the Council each year. The Finance Officer shall give notice in some public place or places in the town -- Charter of the Town of Centreville Town, Section 514

Prepared By:  
 Karen Luffman, Finance Officer  
 Updated: March 22, 2019