



THE TOWN OF CENTREVILLE 101 LAWYERS ROW CENTREVILLE, MD 21617
 410-758-1180 FAX 410-758-4741 WWW.TOWNOFCENTREVILLE.ORG

FY21 Budget Timeline Draft

Date	Task	Task
December 5, 2019	Council, Town Manager & Department Heads	Go over the budget process and the budget timeline with Council
December 10, 2019	Town Clerk	Letter due to the County Commissioners no later than December 31 st
January 24, 2020	Town Manager & Department Heads	Draft of Operating Budget due
February 2020	Maryland Department of Assessments & Taxation	Receive notification of Constant Yield Tax Rate from MD Department of Assessments & Taxation
February 21, 2020	Town Manager & Department Heads	Draft of Capital Budget due
March 4, 2020	Town Manager & Town Council	Municipal tax differential due to Commissioners
March 12, 2020	Town Council	Discuss tax differential with Jonathan Seeman
March 24, 2020	Town Council	Meeting with QAC Commissioner's to discuss tax differential
March 19, 2020	Council, Town Manager & Department Heads	Presentation of Draft Budget to Council
April 02, 2020	Council, Town Manager & Department Heads	Work Session with Council, Evening – 6 pm
April 16, 2020	Council, Town Manager & Department Heads	Work Session with Council, Evening – 6 pm
April 23, 2020	Council, Town Manager & Department Heads	Work Session with Council, Evening – 6 pm
May 1, 2020	Town Clerk	Advertise Budget Public Hearing (Submit on Tuesday, April 28, 2020)
May 1, 2020	Town Clerk	Advertise Constant Yield Public Hearing (Submit on April 28, 2020) – if needed
May 7, 2020	Council, Town Manager & Department Heads	Submit formal Proposed Budget to Council
May 21, 2020	Town Council	Constant Yield Public Hearing (if needed)
June 4, 2020	Town Council	Adoption of the Budget
June 12, 2020	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.

Prepared By:
 Karen Luffman, Finance Officer
 December 1, 2019



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- 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, Section 505
- The Council shall hold a public hearing after two weeks' notice is given in the newspaper -- Charter of the Town of Centreville, 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, Section 514

Prepared By:
Karen Luffman, Finance Officer
December 1, 2019