

## Arlington County, Virginia Annual Budget Cycle and Related Events

	July	August	September	October	November	December	January	February	March	April	May	June	July 1	
<b>Development of Upcoming Year's Budget</b>	Departments verify and update position information in PRISM system	DMF, County Manager develop budget guidance for departments	DMF prepares budget worksheet in PRISM, distributes to Departments.  Departments verify & modify worksheet and prepare supporting material.	Departments submit worksheet and supporting materials to DMF.  County Board gives guidance to County Manager for upcoming budget.	DMF reviews budget submissions from departments, holds internal review meetings, meets with departments	County Manager reviews key budget issues, meets with departments, makes final decisions on proposed budget.  Preparation of proposed budget materials begins.		DMF works with County Manager, departments to prepare proposed budget materials.  County Manager presents proposed budget to County Board at February Board meeting	County Board holds work sessions with staff on proposed budget. County Board solicits public comment and input on proposed budget. Fiscal Affairs Advisory Commission reviews proposed budget, participates in County Board budget work sessions. Other commissions and groups review proposed budget. County Board reaches final decisions, adopts budget at April Board meeting.		DMF prepares materials for adopted budget book and posting to County website.	DMF and PRISM team load adopted budget into General Ledger module in PRISM.  Adopted budget materials posted to County website, book completed.		New fiscal year begins
	County Manager solicits public comment and input on upcoming budget													
<b>Closeout of Prior Fiscal Year / Current Year Budget Review</b>		Departments submit requests for carryover PO's, incomplete projects to DMF	DMF reviews carryover requests, develops closeout recommendation for County Manager	County Manager presents closeout report to County Board				Departments submit projections of expense and revenues for the rest of the current year			Fund transfers and other accounting clean-up begin in preparation for fiscal year close			
		Accounting clean-up in preparation to close of fiscal year, including accrual entries						DMF works with County Manager to develop mid-year review; presented to County Board in March.	3rd Quarter Review presented to County Board					
<b>Capital Improvement Plan (CIP) Activities</b>  NOTE: Pay-As-You-Go included in upcoming year's proposed budget - yellow section above	County Board adopts language for upcoming bond referenda (even years)				Bond referenda (even years).  Staff kick-off of CIP process (odd years).			CIP staff group reviews proposals from departments, makes recommendations to County Manager (even years)	County Manager presents proposed CIP to County Board.	County Board holds public hearing, work sessions (even years).  Various boards and commissions review CIP.	County Board adopts CIP (even years)			
				Real estate and personal property taxes due on October 5th			Annual real estate assessments finalized and sent to property owners		Business, professional and occupational license (BPOL) taxes due on March 1st			Real estate taxes due on June 15th		