

	RECEIVES COUNTY GENERAL FUND REVENUE	OPERATING BUDGET INCLUDED IN COUNTY DOCUMENT	PREPARES SEPARATE OPERATING BUDGET DOCUMENT
WSTC-WMATA*	No	No	Yes
Board of Education	Yes	Yes	Yes
Community College	Yes	Yes	No
Library	Yes	Yes	No
M-NCPPC	No	No	Yes
WSSC*	No	No	Yes
Industrial Development Authority	Yes	Yes	No
Redevelopment Authority	Yes	No	Yes
Housing Authority	No	No	Yes
Revenue Authority	No	No	Yes

*Also prepares separate capital budget document. All other agencies' capital projects are included in the County's CIP.

COUNTY GOVERNMENT ORGANIZATION

Prince George's County operates under a "home rule" Charter which was adopted in November 1970. Under the Charter, the County is composed of an executive and a legislative branch. The *executive branch* enforces the laws and administers the day-to-day business of the County. It consists of a County Executive (elected by the qualified voters of the entire County) and all other officers, agents, and employees under the County Executive's supervision and authority, including the Chief Administrative Officer who is responsible for the day-to-day administration of the County. The *legislative branch* of the County consists of a nine-member County Council (elected by Councilmanic District) and its staff. The Charter limits the County Executive and the members of the County Council to two consecutive four-year terms in office.

The *judicial branch* of government, as specified by the Constitution and laws of the State of Maryland, consists at the local level of the Circuit Court, the District Court, and the Orphans' Court (which oversees the probate of decedents' estates, as well as the appointment and supervision of guardians for minors). In Prince George's County, the County Executive and the County Council approve the operating budgets of the Circuit and Orphans' courts. (However, the State provides funding for the Circuit Court judges, their law clerks, the Clerk of the Court, and certain other Circuit Court expenses.) The District Court is a State entity funded entirely by the State of Maryland.

The chart on page I-8 shows the organization of the County's executive branch. To avoid unduly complicating the organization chart, the Deputy Chief Administrative Officers (DCAOs) have not been

shown. The DCAOs report to the Chief Administrative Officer and are assigned functional responsibility for groups of agencies.

THE BUDGET PROCESS

The development of the Operating Budget involves three distinct phases: formulation of budget requests, executive review and proposal, and County Council review and adoption. The development of the Capital Budget involves a slightly different process and timing. The procedures used in preparing both the operating and capital budgets are summarized below. In addition, the Capital Budget document contains a detailed description of the capital budgeting process.

Development of the Operating Budget

The Operating Budget is prepared over a ten-month period beginning in August and ending in May of the next calendar year. The sequence of events is as follows:

I. Formulating Budget Requests: August-December

- In August of each year, the Director of the Office of Management and Budget briefs the County Executive and the Chief Administrative Officer on the financial outlook for the upcoming as well as successive fiscal years.
- At the beginning of October the Spending Affordability Committee presents its preliminary revenue projections.
- Based on this and other information, the Office of Management and Budget presents the County Executive with a recommendation for a preliminary budget target. The County Executive then determines the parameters for the entire County budget. The Office of Management and Budget uses this target to develop the budget instructions that are issued to agencies, usually in early November.
- In November and December, agency heads assess their departmental needs, prepare their operating budget requests, and submit them to the Office of Management and Budget. The requests are usually due by the middle of December.