

Budget Process Annual Calendar

ITEM	DUE DATE	DEPT LEAD	CONTEXT
BUDGET SYSTEM SETUP	Friday, February 25, 2022	OBE	OPENGOV BUDGET SYSTEM PREPARED FOR FY2023
BUDGET SYSTEM TRAINING	Friday, March 25, 2022	OBE	FIVE DEPARTMENTAL TRAINING SESSIONS HELD OVER ONE WEEK ON THE OPENGOV BUDGET SYSTEM
ANNUAL BUDGET TIP-OFF	Friday, April 1, 2022	OBE	BUDGET OFFICER TO HOLD BUDGET TIP-OFF TO PROVIDE INSTRUCTIONS TO DEPARTMENTAL STAFF
DEPARTMENTAL SUBMISSION DEADLINE	Friday, April 29, 2022	OBE	DEPARTMENTAL BUDGET SUBMISSION DEADLINE
RELEASE OF PRELIMINARY CERTIFIED TAX ROLL	Tuesday, May 31, 2022	OBE	DALLAS CENTRAL APPRAISAL DISTRICT (DCAD) PROVIDES PRELIMINARY CERTIFIED TAX ROLL
TAX RATE CALENDAR DUE	Tuesday, June 14, 2022	TAX	SETS TAX RATE ADOPTION CALENDAR PER STATE STATUTE
PRELIMINARY TAX RATE CALCULATION DATA DUE	Friday, June 17, 2022	TAX	PRELIMINARY CALCULATIONS WITH OBE AND AUDIT
OBE STAFF ANALYZE DECISION PACKAGES	Saturday, June 25, 2022	OBE	DALLAS CENTRAL APPRAISAL DISTRICT PROVIDES CERTIFIED TAX ROLL
DEADLINE FOR NEW EXEMPTIONS OR EXEMPTION CHANGES	Friday, July 1, 2022	TAX	NEEDED PER STATE STATUTE
DEPARTMENTAL BUDGET HEARINGS	Monday, July 11, 2022	OBE	BUDGET EXECUTIVE TEAM (BET) TO HOLD HEARINGS WITH DEPARTMENTS OVER ONE WEEK
DEADLINE TO SUBMIT FINAL TAX RATE CALCULATION DATA	Friday, July 15, 2022	TAX	NEEDED FOR TAX RATE CALENDAR AND PROCESS, PER STATUTE
DCAD MAILS EST. TAXES POSTCARDS TO TAXPAYERS	Thursday, August 4, 2022	TAX	TO MAKE TAXPAYERS AWARE OF PRELIMINARY TAX INFORMATION
TAX OFFICE CERTIFIES NNR & VAR WORKSHEET	Friday, August 5, 2022	TAX	CERTIFICATION OF TAX RATE WORKSHEETS WHICH ARE THEN SUBMITTED BACK TO THE ENTITIES, INCLUDING DC

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NOTICE OF TAX RATE PUBLISHED	Monday, August 8, 2022	TAX	TAX OFFICE WORKS WITH BUDGET FOR INFORMATION TO POST ON TAX OFFICE WEBSITE
AUDITOR CERTIFIED REVENUES	Friday, August 12, 2022	OBE	STAFF ANALYZES DECISION PACKAGES TO ADVISE BUDGET EXECUTIVE TEAM
BUDGET EXECUTIVE TEAM (BET) MEETINGS	Friday, August 12, 2022	OBE	COMPRISED OF BUDGET OFFICER, COUNTY ADMINISTRATION, AND HUMAN RESOURCES DIRECTOR
PUBLIC HEARING NOTICE	Friday, August 12, 2022	OBE	NOTICE TO BE PUBLISHED IN DALLAS MORNING NEWS AND DALLAS COUNTY WEBSITE TO NOTIFY THE PUBLIC
PRESENT PROPOSED BUDGET	Tuesday, August 23, 2022	OBE	BUDGET OFFICER PRESENTS RECOMMENDED BUDGET
PUBLIC MEETING NOTICE	Friday, August 26, 2022	OBE	NOTICE TO BE PUBLISHED IN DALLAS MORNING NEWS AND DALLAS COUNTY WEBSITE TO NOTIFY THE PUBLIC
COURT ORDER TO ADOPT TAX RATE & BUDGET	Tuesday, September 6, 2022	OBE	COMMISSIONERS COURT ADOPTS FY2023 BUDGET
DEADLINE TO ADOPT TAX RATE	Wednesday, September 21, 2022	OBE	TAX OFFICE REQUIRES TIMELY ADOPTION TO SEND TAX LETTERS TO TAXPAYERS BY OCTOBER 1
DEADLINE TO SUBMIT EXECUTED AND SIGNED TAX RATE ORDINANCE	Friday, September 23, 2022	OBE	OBE SENDS COURT ORDERS UPON ADOPTION TO TAX OFFICE TO SUBMIT SIGNED ORDINANCE