



## Fiscal Year 2024 Budget Process Calender

ITEM	DUE DATE	CONTEXT
BUDGET SYSTEM SETUP	FRIDAY, FEBRUARY 1-25, 2023	OpenGov Budget System prepared for FY2024
BUDGET SYSTEM TRAINING	MARCH 2023	OBE staff coordinate training with assigned departments
BUDGET MEET AND GREET	WEDNESDAY, MARCH 8, 2023	Budget Officer to hold Budget Tip-Off to provide instructions to departmental staff
DEPARTMENTAL SUBMISSION DEADLINE	MONDAY, May 1, 2023	Departmental budget submission deadline
RELEASE OF PRELIMINARY CERTIFIED TAX ROLL	TUESDAY, MAY 31, 2023	Dallas Central Appraisal District (DCAD) provides preliminary certified tax roll
PRELIMINARY REVENUE ESTIMATES	FRIDAY, JUNE 9, 2023	Estimated based on preliminary certified roll; OBE uses to develop preliminary budget
DEPARTMENTAL BUDGET HEARINGS	Week of June 12-16, 2023	Budget Executive Team (BET) to hold hearings full day Wednesday, June 14th and Monday, Tuesday and Thursday 1/2 day
DEPARTMENTAL BUDGET HEARINGS	MONDAY, JUNE 19, 2023	Budget Executive Team (BET) to hold hearings with departments
OBE STAFF ANALYZE DECISION PACKAGES	JULY 2023	Dallas Central Appraisal District provides certified tax roll

INTERFUND TRANSFER DUE TO AUDITOR'S OFFICE	MONDAY, July 31, 2023	Auditor's Office needs to build final revenue projections
AUDITOR CERTIFIED REVENUES	FRIDAY, AUGUST 4, 2023	Staff analyzes decision packages to advise Budget Executive team
NOTICE OF TAX RATE PUBLISHED	SUNDAY, AUGUST 6, 2023	Tax Office works with Budget for information to post on Tax Office website
BUDGET EXECUTIVE TEAM (BET) MEETINGS	MONDAY, AUGUST 7, 2023	Comprised of Budget Officer, County Administration, and Human Resources Director
PUBLIC HEARING NOTICE	FRIDAY, AUGUST 11, 2023	Notice to be published in Dallas Morning News and Dallas County website to notify the public
PRESENT Major Capital Projects/Technology Projects	TUESDAY, AUGUST 1, 2023	Budget Officer presents proposed projects
PRESENT PROPOSED BUDGET	TUESDAY, AUGUST 15, 2023	Budget Officer presents recommended budget
PARKLAND PROPOSED BUDGET	TUESDAY, AUGUST 15, 2023	Tentative date
PUBLIC MEETING NOTICE	FRIDAY, AUGUST 25, 2023	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 5, 2023	Commissioners Court adopts FY2024 Budget

PARKLAND PROPOSED BUDGET -  
PUBLIC HEARING

TUESDAY, SEPTEMBER 5, 2023

Tentative date

DEADLINE TO ADOPT TAX RATE

WEDNESDAY, SEPTEMBER 20, 2023

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 22, 2023

OBE sends court orders upon adoption to Tax Office to submit signed ordinance

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