

## Reference Guide

### Budget Detail Form – Resources and Deadlines

Access the “Resources and Deadlines” tab for an overview of available resources and important dates.

1	<p>In the top left corner, note the sheet’s last update time, version number, and a summary of recent changes</p> <div data-bbox="235 506 1485 695" style="border: 1px solid black; padding: 5px;"><p>Last Updated: 4/1/2024 Version: 1.3 What's Changed: Version 1.2: Fixed inconsistent formulas in "Requests" tab; added notes to more columns in "Requests" tab; added instruction to filter out blank categories Version 1.3: Changed how performance measure IDs are listed on performance &amp; workload tab and requests tab. Included directions to not include additional cells in Requests tab.</p></div>
2	<p>Under the “Resources” header, find links for the budget process:</p> <ul style="list-style-type: none"><li>- <b>Fiscal Year 2025 Budget Page:</b> Access it on the Dallas County website</li><li>- <b>Office of Budget and Evaluation SharePoint site:</b> Direct link provided</li><li>- <b>Salary Schedules:</b> Released by Human Resources for the current fiscal year</li><li>- <b>Online Learning Platform:</b> Link to the Office of Budget and Evaluation’s resources</li><li>- <b>OpenGov:</b> Access the county’s budgeting and planning platform</li></ul> <div data-bbox="284 1094 1495 1444" style="border: 1px solid black; padding: 5px;"><p><b><u>Resources: (require an internet connection)</u></b> <a href="#">Office of Budget and Evaluation   Fiscal Year 2025 Budget (dallascounty.org)</a> <a href="#">Dallas County OBE - Home (sharepoint.com)</a> <a href="#">FY2024 - Salary Schedules - Final.xls (dallascounty.org)</a> <a href="#">Online Learning Platform</a> <a href="#">OpenGov</a></p></div>

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Under the “Deadlines” header:

- **May 3<sup>rd</sup>**: Final date for departments to submit all budget materials. This includes the Budget Detail Form, any supporting documentation, the OpenGov narrative, and budget adjustments in OpenGov.
- **June 6<sup>th</sup>**: Deadline for departments to return their PowerPoint slide decks to the Budget office for those planning to present at the Budget Executive Team presentations. Presentation dates are listed below.

**Deadlines:**

**Friday, May 3, 2024:** Department deadline to submit their budget request. This include:

**Thursday, June 6, 2023:** Department deadline to submit the PowerPoint slide deck back

**Dates:**

**Thursday, June 13, 2024:** Day 1 of presentations for Budget Executive Team

**Friday, June 14, 2024:** Day 2 of presentation for Budget Executive Team

**Monday, June 17, 2024:** Day 3 of presentations for Budget Executive Team