



Finance Office

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May 6th, 2022

Board of County Commissioners
Cass County North Dakota
211 9th St S
Fargo ND 58103

RE: 2023 Budget Calendar

Dear Commissioners:

It is hard to believe it is almost time to start working on the 2023 County Budget, but the time is quickly approaching.

The attached timeline starts in early June and finishes up in October, our Home Rule Charter requires us to approve our budget on or before October 1st.

The dates set aside for you to review department and outside agency budgets considers the NACO national convention and will be the 26th through the 28th of July.

As always, we look forward to assisting departments and the County Commission throughout the budget process.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sarah Heinle".

Sarah Heinle
Senior Accountant

SUGGESTED MOTION: Move to approve the budget calendar presented by the Cass County Finance Department for preparing and approving the 2023 Cass County Budget.

Budget Calendar

June 6, 2022	The budgets will be opened for Departments to begin entering their budgets. The Finance/IT Office will hold training sessions in May on the new Budgeting System.
July 15, 2022	Budget requests and work plans from each department are due in the Finance Office. Departments should review their budgets and work plans with their portfolio commissioner prior to submitting them to the Finance Office.
July 15, 2022	A one-page summary explaining any major changes from last year's budget is due from Department Heads.
July 26-28, 2022	The County Commission will review the budgets with department heads and outside agencies.
August 1, 2022	The Commission approves the preliminary budget. The Commission must also set the time and place for the budget hearing which must be held between September 7 th and October 7 th .
August 10, 2022	Preliminary budgets must be filed with the Finance Office by all local governments.
August 31, 2022	County must mail Estimated Tax Statements.
Sept. 7, 2022	Earliest date local governments may hold their budget hearing.
Sept. 19, 2022	Cass County's Formal Hearing on the budget.
October 1, 2022	The Commission must approve the tax levy to support the budget no later than October 1, 2022 (per home rule charter).
October 7, 2022	The Final date for local governments to hold their budget hearing.
October 10, 2022	The Final date for local governments to amend their budget and tax levy and submit to the finance office.

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Oct-22						
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