

BUDGET PROCESS

START HERE

September revenue estimate — The Office of Revenue Analysis (ORA) prepares and releases the last revenue estimate of the fiscal year. It is also used to inform the budget preparation process for two years hence. (September)

Budget instructions — The Office of Budget and Planning (OBP) provides every DC government agency with instructions for agency **operating** and **capital** (if applicable) budget development for the following fiscal year. Agencies are assigned a deadline in the fall for their budget submission. (September-October)



Agencies prepare budget submissions — Agencies develop operating and capital budget submissions. (Fall)

Current Services Funding Level (CSFL) — OBP publishes this annual report. (October)

Capital budget meetings — The capital budget director in the mayor's office meets with agencies with a capital budget to review the process and rules for the CIP. (October)

Budget targets — The Mayor's office, OBP, or a combination of the two, develops agency budget targets (also known as Maximum Allowable Request Ceiling or MARC) and gives them to agencies. Agency submissions may not exceed their MARC. (October)

Operating budget review — OBP analysts work with agencies at various times during development to review and help prepare the budget. (Fall)

Operating budget submissions due — Agencies submit on a rolling schedule developed by OBP. (November-December)

Operating performance measures — Office of the City Administrator completes and sends to OBP. (Fall)

Capital budget submissions due — Agencies submit to OBP and the Mayor's office (November-December)

December revenue estimate — ORA releases updated estimate. (December)

Budget requirements approved — The council votes on budget requirements for the next fiscal year. The resolution contains the proposed budget delivery date, data requirements, and more. The resolution is published in the *DC Register*. (December)

Performance oversight and budget hearing schedules approved — The DC Council approves the broad schedule and the council's budget office finalizes details with committee staff. The schedule is published in the *DC Register* and on the council's website. (January)

Pre-oversight hearing standard questions — Council's budget office-prepared questions are sent to agencies for performance oversight hearings. (January, February)

Annual audit — CFO releases the Comprehensive Annual Financial Report (CAFR). This kicks off oversight hearings. (February)

February revenue estimate — ORA releases updated estimate. (February)



Mayor elicits public input — The Mayor holds budget input sessions for the public. (February, March)



Oversight hearings — Council committees hold public hearings on status of current year and performance during prior year. (February, March)



Policy budget — The Mayor's budget office and leadership identify policy priorities and funding needed. (February, March)

Proposed budget and financial plan — The Mayor submits the proposed budget to the Council. (March, April)



Budget questions — Council committees send agency-specific questions prior to hearings. (April)



Budget hearings — Council committees hold public hearings on the Mayor's proposed budget. (March, April, May)



Budget markups — Council committees mark-up the proposed budget. (May)

Council budget work session — Committees present their recommendations; members discuss challenges, their priorities, etc. (May)



Council votes on the budget legislation — The Council votes once on the Budget Request Act (BRA) and twice on the Budget Support Act (BSA). The BRA contains budgets by title. The BSA is the policy document. (June, July)

June revenue estimate — ORA releases updated estimate. (June)

Budget signed — The Mayor signs the Budget Request Act and Budget Support Act and sends to the President who forwards to Congress. (June, July)

Final budget books printed — The approved budget is printed over the summer. The budget is also posted online at cfo.dc.gov. (July, August)

FY starts — The fiscal year starts October 1.

Advocacy Tips



Convey your budget recommendations — Stay in touch with the executive and legislative branches. Share specific recommendations, policy changes, and legislative language. *Do this early and often.*



Help — Give questions related to current and past year agency performance and proposed budget to the appropriate Council committee. Do this before they submit to agencies in preparation for hearings and to ask the day of a hearing.



Take action and encourage others — Talk up the budget. Issue calls to action. Testify at hearings. Meet with CMs and committees about the impact of the budget, what you recommend.

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