

Budget Adjustment Deadlines

The deadlines for submitting line item transfers/budget adjustments to the County Auditor's Office for 2019-2020 are on Tuesday by 12pm, a week before Court or otherwise noted.

<u>Commissioners' Court Date</u>	<u>Deadline, Tuesday @ 12:00pm, Noon</u>
Monday, October 14, 2019	Tuesday, October 08, 2019
Monday, October 28, 2019	Tuesday, October 22, 2019
Monday, November 11, 2019 *	Tuesday, November 05, 2019
Monday, November 25, 2019	Tuesday, November 19, 2019
Monday, December 09, 2019	Tuesday, December 03, 2019
Monday, December 23, 2019	Tuesday, December 17, 2019
Monday, January 13, 2020	Tuesday, January 07, 2020
Monday, January 27, 2020	Tuesday, January 21, 2020
Monday, February 10, 2020	Tuesday, February 04, 2020
Monday, February 24, 2020	Tuesday, February 18, 2020
Monday, March 09, 2020	Tuesday, March 03, 2020
Monday, March 23, 2020	Tuesday, March 17, 2020
Monday, April 13, 2020	Tuesday, April 07, 2020
Monday, April 27, 2020	Tuesday, April 21, 2020
Monday, May 11, 2020	Tuesday, May 05, 2020
Monday, May 25, 2020	Tuesday, May 19, 2020
Monday, June 08, 2020	Tuesday, June 02, 2020
Monday, June 22, 2020	Tuesday, June 16, 2020
Monday, July 13, 2020	Tuesday, July 07, 2020
Monday, July 27, 2020	Tuesday, July 21, 2020
Monday, August 10, 2020	Tuesday, August 04, 2020
Monday, August 24, 2020	Tuesday, August 18, 2020
Monday, September 14, 2020	Tuesday, September 08, 2020
Monday, September 28, 2020	Tuesday, September 22, 2020
<i>*TBD(To be determined) or Subject to change depending on holidays</i>	

Please remember your line-item transfer/budget amendment requests:

1. Must be on the County's approved form, found on the N Drive, in Excel format.
2. Must be typed.
3. Please use whole dollars.
4. Include adequate description for the adjustment or it will not be submitted;
 - a. Phrases such as –“unanticipated expenses, to complete year or complete budget year”-do not provide sufficient information and should be avoided.
5. Funding in personnel line items cannot be transferred into operating line items and vice versa without prior consent from Commissioners' Court.
6. Line-item transfers/budget amendments must be approved prior to securing a purchase order that will place the expenditure line item into a deficit balance.
7. Line-item transfers/budget adjustments should be delivered to the Auditor's Office or emailed to Rhonda Scott.

We must adhere to the deadlines as outlined in the chart in order to process these items and provide the information to the Commissioners' Court for inclusion on the agenda. Thank you for your understanding and cooperation. If you have any questions about adjustments or need additional assistance, please contact at 775-1096.

Thank you for helping make our local government work!