

Budget Adjustment Deadlines

The deadlines for submitting line item transfers/budget adjustments to the County Auditor's Office for 2017-2018 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 09, 2017	Tuesday, October 03, 2017
Monday, October 23, 2017	Tuesday, October 17, 2017
Monday, November 13, 2017	Tuesday, November 07, 2017
Monday, November 27, 2017	Tuesday, November 21, 2017
Monday, December 11, 2017	Tuesday, December 05, 2017
Monday, December 25, 2017 *	Tuesday, December 19, 2017 *
Monday, January 08, 2018	Tuesday, January 02, 2018
Monday, January 22, 2018	Tuesday, January 16, 2018
Monday, February 12, 2018	Tuesday, February 06, 2018
Monday, February 26, 2018	Tuesday, February 20, 2018
Monday, March 12, 2018	Tuesday, March 06, 2018
Monday, March 26, 2018	Tuesday, March 20, 2018
Monday, April 09, 2018	Tuesday, April 03, 2018
Monday, April 23, 2018	Tuesday, April 17, 2018
Monday, May 14, 2018	Tuesday, May 08, 2018
Monday, May 28, 2018 *	Tuesday, May 22, 2018 *
Monday, June 11, 2018	Tuesday, June 05, 2018
Monday, June 25, 2018	Tuesday, June 19, 2018
Monday, July 09, 2018	Tuesday, July 03, 2018
Monday, July 23, 2018	Tuesday, July 17, 2018
Monday, August 13, 2018	Tuesday, August 07, 2018
Monday, August 27, 2018	Tuesday, August 21, 2018
Monday, September 10, 2018	Tuesday, September 04, 2018
Monday, September 24, 2018	Tuesday, September 18, 2018
<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 Rhonda Scott at 775-1096.

Thank you for helping make our local government work!