

FY 2015 Budget Calendar

DATE	RESPONSIBLE PARTY	DETAILS
Thursday - Friday, April 3rd & 4th	Budget Department	Kick-Off Budget Meeting & Electronic FY 2015 Budget Preparation Manuals distributed.
Wednesday, April 30th	Central Appraisal District	Certified Estimate of Taxable Value of Property due from Chief Appraiser no later than April 30th (Tax Code Section 26.01 e)
Monday, May 5th	Elected Officials, Department Heads &	Departments return completed Electronic FY 2015 Budget requests to the Budget Department.
Friday, May 16th	Budget Department	FY 2015 Technology Requests sent to IT department for review, specs and recommendation
Friday, June 20th	Information Technology Dept	FY 2015 Technology Requests returned to Budget Office
Tuesday, June 24th	Budget Department	FY 2015 Department Requests sent to Purchasing, Auditor and Human Resources for costs and recommendations
Thursday, July 10th	Auditor, Purchasing, Human Resources	FY 2014 Department Requests returned to Budget Office
Wednesday, July 16th	Auditor	Provide FY 2015 final detail revenue schedule, summary revenue schedule and projected fund balance.
Friday, July 25th	Central Appraisal District	Chief Appraiser shall certify Appraisal Roll by July 25th (Tax Code Section 26.01)
Friday, August 1st	Budget Department	FY 2015 Recommended Budget to Departments
Monday - Thursday, August 18th - 21st	Commissioners Court Workshop Public Information Office Human Resources	Review and any action related to FY 2015 Recommended Budget to include: <ul style="list-style-type: none"> * FY 2015 Tax Rate, <ul style="list-style-type: none"> * Vote to be taken on the Proposed FY 2015 tax rate, * Schedule Public Hearing and publish first quarter-page notice on FY 2015 Tax Rate, * FY 2015 Revenue Estimates * FY 2015 Recommended Budget * Discussion and any action related to proposed Elected Officials' salaries (LGC 152.013), <ul style="list-style-type: none"> * Publish notice of Proposed Elected Officials' salaries, * HR send written notice to Elected Officials concerning salary and other compensation, * Adopt Uniform Pay Policy
Friday, TBD	Purchasing Board	Provide court orders to the Budget Office regarding the FY 2015 Budget for Purchasing.
Friday, TBD	CSCD Board	Provide court orders to the Budget Office regarding the FY 2015 Budget for CSCD.
Friday, TBD	Juvenile Board	Provide court orders to the Budget Office regarding the FY 2015 Budget for Juvenile Probation, and Juvenile Detention.
Friday, TBD	Board of District Judges	Provide court orders to the Budget Office regarding the FY 2015 Budget for County Auditor.
Monday, September 8th	Commissioners Court Public Information Office	Public Hearing on FY 2015 Tax Rate. Announce the date, time, and place a vote will be taken to adopt the FY 2015 Tax Rate. Publish second quarter-page notice on FY 2015 Tax Rate. (Tax Code 26.05 d)

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DATE	RESPONSIBLE PARTY	DETAILS
Monday, September 15th	Commissioners Court Public Information Office	Second public hearing on FY 2015 Tax Rate. Announce the date, time, and place a vote will be taken to adopt the FY 2015 Tax Rate. Publish notice of Commissioners Court meeting to adopt FY 2015 Tax Rate and Budget.
Monday, September 15th	Budget Staff	File FY 2015 Proposed Budget with County Clerk and County Auditor. Proposed Budget distributed to Commissioners Court, Purchasing, and County Departments. (LGC 111.066)
Monday, September 22nd	Commissioners Court	Public Hearing on FY 2015 Proposed Budget (LGC Section 111.067)
Monday, September 22nd	Commissioners Court	Adoption of FY 2015 * County Budget (LGC 111.068) * Tax Rate (Tax Code 26.05 b) * Elected Officials Salaries (LGC 152.013) * County Fee Schedule (LGC 118) * Compensation Plan * Holiday Schedule

Note: Court Orders are required on:

Budget	Proposed Tax Rate
Human Resources	Uniform Pay Policy
Budget	Recommended Elected Officials Salaries
Budget	Proposed Tax Rate
Budget	County Adopted Budget
Budget	Adoption of Maintenance & Operating Tax Rate
Budget	Adoption of Debt Service Tax Rate
Budget	Adoption of Total Combined Tax Rate
Budget	County Fee Schedule
Human Resources	Adopted Compensation Plan
Budget	Elected Officials' Salaries
Human Resources	Holiday Schedule

Special Notes:

Additional notices, meetings, public hearings, and other special actions may be called for after receipt of the final appraisal roll, final calculation of the Effective Tax Rate and Rollback Rate, and after the Commissioners Court votes on a proposed tax rate in order to comply with State Property Tax Law.

Notice of the Budget Hearing shall be published not earlier than the 30th or later than the 10th day before the date of the hearing.

Public Hearing on the Tax Rate Increase may not be held before the 7th day after the date the notice of the public hearing is given. The second public hearing may not be held earlier than the 3rd day after the date of the first hearing.