

# JANUARY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Holiday	2
3	4 Court - 1:30	5	6	7	8	9
10	11 Court - 1:30	12	13	14	15 Post 1st Quarter Stats	16
17	18 MLK Holiday	19	20	21 GFOAT Board Meeting	22	23
24	25 Court - 1:30 FY 2017 Budget Calendar to Court	26	27	28	29	30
31						

Notes:

# FEBRUARY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Court - 1:30	2	3	4	5	6
7	8 Court - 1:30	9	10	11	12	13
14	15 Court - 1:30	16	17	18	19	20
21	22 Court - 1:30	23	24	25	26	27
28	29					

**Notes:**

# MARCH 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Court - 1:30	8	9	10	11	12
13	14 Court - 1:30	15	16	17	18	19
20	21 Court - 1:30	22	23	24 Budget Packets Completed	25 Good Friday Holiday	26
27	28 Court - 1:30	29	30	31 Budget Kick-Off Meetings		

**Notes:**

March dedicated to putting together the budget packets in preparation for the Budget Kick-Off Meetings

Kick-off meetings Thursday & Friday...one in the morning and one in the afternoon.

# APRIL 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>Budget Kick-Off Meetings</b>	2
3	4 Court - 1:30	5	6	7	8	9
10	11 Court - 1:30	12	13	14	15 Post 2nd Quarter Stats	16
17	18 Court - 1:30	19	20	21	22 <b>PI first review due to Bill Burke</b>	23
24	25 Court - 1:30	26 <b>Budget Packets Due from Depts.</b>	27	28	29	30 <b>Certified Estimate of the Appraisal Roll Due</b>

**Notes:**

Tax Code Section 26.01 (e) Except as provided by Subsection (f), not later than April 30, the chief appraiser shall prepare and certify to the assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value of property in that taxing unit.

April xx, 2016 Appraisal Meeting with CCAD...should have some rough projections after this meeting.

# MAY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Court - 1:30	3	4	5	6	7
8	9 Court - 1:30	10	11	12 <b>DI packets to IT, HR, &amp; Equipment Services</b>	13	14
15	16 Court - 1:30	17	18	19	20 <b>DI Packet detail to Purchasing (except IT)</b>	21
22	23 Court - 1:30	24	25	26	27	28
29	30 <b>Memorial Day Holiday</b>	31				

Notes:

# JUNE 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Court - 1:30	7	8	9 <b>DI packets due back from IT/HR</b>	10 <b>IT Packet detail to Purchasing</b>	11
12	13 Court - 1:30	14	15	16	17	18
19	20 Court - 1:30	21 <b>Final Pricing Due from Purchasing</b>	22	23	24	25
26	27 Court - 1:30	28	29	30		

Notes:

JULY 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>Preliminary Budget to Depts.</b>	2
3	4 <b>Independence Day Holiday</b>	5	6	7	8	9
10	11 Court - 1:30	12	13	14	15 Post 3rd Quarter Stats	16
	<b>Meetings with Departments upon request</b>					
17	18 Court - 1:30	19 <b>Final Recommendations</b>	20	21 <b>Final Revenues Due from Auditor</b>	22	23
24	25 Court - 1:30 <b>Certified Appraisal Roll</b>	26	27 <b>Complete Recommended Budget Book</b>	28 <b>Complete Budget Workshop Presentations</b>	29 <b>Distribute Recommended Budget to Departments</b>	30
31						

**Notes:**

Tax Code Section 26.01 - By July 25, the chief appraiser shall prepare and certify to the assessor for each taxing unit participating in the district that part of the appraisal roll for the district that lists the property taxable by the unit.

# AUGUST 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Court - 1:30	2	3	4	5	6
7	8 Court - 1:30	9	10	11	12	13
Meet with Court Members on Recommended Budget						
14	15 Court - 1:30	16	17	18	19	20
Budget Workshop			Tax Rate Workshop			
21	22 Court - 1:30	23	24	25	26 Publish Proposed Tax Rate Notice	27
			TAC Legislative Conference - Austin			
28	29	30 Publish EO Salaries Notice	31 Publish Proposed Budget Public Hearing Notice			

**Notes:**

Tax Code Section 26.04 (b) The assessor shall submit the appraisal roll for the unit showing the total appraised, assessed, and taxable values of all property and the total taxable value of new property to the governing body of the unit by August 1 or as soon thereafter as practicable.

(e) By August 7 or as soon thereafter as possible, the designated officer shall submit the effective and rollback rates to the governing body. **(Presented during Budget Workshop by Budget Director)**

Local Government Code Section 152.013 (a) Each year the commissioners court shall set the salary, expenses, and other allowances of elected county or precinct officers. The commissioners court shall set the items at a regular meeting of the court during the regular budget hearing and adoption proceedings. (b) Before the 10th day before the date of the meeting, the commissioners court must publish in a newspaper of general circulation in the county a notice of (1) any salaries, expenses, or allowances that are proposed to be increased; and (2) the amount of the proposed increases.

Local Government Code Section 140.010 (c) A County that provides notice of the county's proposed property tax rate in the manner provided by this section is exempt from the notice of publication requirements of Sections 26.04 (e), 26.052, and 26.06, Tax Code, as applicable, and is not subject to an injunction for failure to comply with those requirements. (f) A county shall (1) provide the notice required by Subsection (d) or (e), as applicable, not later than September 1.

# SEPTEMBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 <b>Labor Day Holiday</b>	6 <b>1st Public Hearing - Tax Rate</b>	7	8 <b>Complete Proposed Budget Book</b>	9	10
11	12 <b>2nd Public Hearing - Tax Publish Proposed</b>	13	14	15	16	17
18	19 Court - 1:30 <b>Public Hearing on Budget — Adopt Budget &amp; Tax Rate</b>	20 <b>Assign Project Codes</b>	21	22 <b>Updated Masterlist with Project Codes</b>	23	24
25	26 Court - 1:30	27	28 <b>Complete Carryforward List</b>	29 <b>Distribute Adopted Budget Line Items to Departments</b>	30	

**Notes:**

Local Government Code Section 111.066 - (a) The budget officer shall file a copy of the proposed budget with the county clerk and the county auditor.(b) The copy of the proposed budget shall be available for public inspection.

Local Government Code Sec. 111.0675 (a) A commissioners court shall publish notice before a public hearing relating to a budget in at least one newspaper of general circulation in the county. (b) Notice under this section shall be published not earlier than the 30th or later than the 10th date before the date of the hearing.

Local Government Code Sec. 152.013 (a) Each year the commissioners court shall set the salary, expenses, and other allowances of elected county or precinct officers. The commissioners court shall set the items at a regular meeting of the court during the regular budget hearings and adoption proceedings. (b) Before the 10th day before the date of the meeting, the commissioners court must publish in a newspaper of general circulation in the county a notice of: (1) any salaries, expenses, or allowances that are proposed to be increased; and (2) the amount of the proposed increases.

Local Government Code Section 111.067 - (b) The commissioners court shall hold the hearing on a day within 10 calendar days after the date the proposed budget is filed but before the last day of the first month of the fiscal year.(c) The commissioners court shall publish notice that it will consider the proposed budget on the date of the budget hearing. The notice must be published once in a newspaper of general circulation in the county and must state the date, time, and location of the hearing.

# SEPTEMBER 2016

**Notes Continued:**

Local Government Code Section 111.068 (a) At the conclusion of the public hearing, the commissioners court shall take action on the proposed budget. A vote to adopt the budget must be a record vote.(b) The commissioners court may make any changes in the proposed budget that it considers warranted by the facts and law and required by the interest of the taxpayers, but the amounts budgeted in a fiscal year for expenditures from the various funds of the county may not exceed the balances in those funds as of the first day of the fiscal year, plus the anticipated revenue for the fiscal year as estimated by the county auditor.

Tax Code Section 26.05 (b) Vote on the order setting the tax rate must be separate from the vote adopting the budget. Vote on the order setting the tax rate that exceeds the effective tax rate must be a record vote. Motion to adopt an order setting the tax rate that exceeds the effective tax rate must be made in this form "I move that the property tax rate be increased by the adoption of a tax rate of (specific tax rate), which is effectively a (insert %) percent increase in the tax rate."

# OCTOBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3 Court - 1:30	4	5	6	7	8	
9	10 Court - 1:30	11	12	13	14 Post 4th Quarter Stats	15	
16	17 Court - 1:30	18	19	20	21	22	
23	24 Court - 1:30	25	26	27	28	29	
30	31						

Notes:

# NOVEMBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Court - 1:30	8	9	10	11	12
13	14 Court - 1:30	15	16	17	18	19
20	21 Court - 1:30	22	23	24 Thanksgiving Holiday	25 Thanksgiving Holiday	26
27	28 Court - 1:30	29	30 <b>DRAFT Adopted Budget Book to be Completed</b>			

**Notes:**

Work on FY 2017 Adopted Budget Book - work with departments to update goals and corresponding statistics

# DECEMBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Court - 1:30	6	7	8	9	10
11	12 Court - 1:30	13	14	15	16 <b>Mail Adopted Budget Book for GFOA Award</b>	17
18	19 Court - 1:30	20	21	22	23 Christmas Holiday	24
25 Christmas Holiday	26	27	28	29	30	31

**Notes:**

Government Finance Officers Association Distinguished Budget Presentation Award Application - The application must be sent within ninety (90) days of legal adoption of the final operating budget or submission of the proposed operating budget to the governing body.