

## FY 2021 Budget Calendar

DATE	RESPONSIBLE PARTY	DETAILS
<b>Thursday, January 30th and Friday, January 31st</b>	<b>Budget Department</b>	<b>Kick-Off Budget Meeting &amp; distribution of electronic FY 2021 Budget Preparation Manuals.</b>
<b>Friday, February 28th</b>	<b>All Departments</b>	<b>Departments return completed Electronic FY 2021 Budget requests to the Budget Department via email.</b>
Friday, April 3rd	Budget Department	FY 2021 Technology Requests sent to IT department for review, specs and recommendation. FY 2021 New Personnel and Position Change requests sent to HR for grade and job title recommendations. FY 2021 Equipment requests sent to Equipment Services for review and pricing.
Friday, April 17th	Information Technology Dept. Equipment Svcs Dept.	FY 2021 Technology Requests returned to Budget Office. FY 2021 Equipment requests returned to Budget Department.
Friday, April 24th	Budget Department	FY 2021 Department Requests sent to Purchasing for pricing.
Thursday, 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)
Friday, May 8th	Purchasing Dept.	FY 2021 Department Requests returned to Budget Department.
Friday, May 29th	Human Resources	FY 2021 New Personnel and Position Change returned to Budget Department.
<b>Tuesday, June 2nd</b>	<b>Budget Department</b>	<b>FY 2021 Preliminary Budget sent to Departments.</b>
<b>June 2nd - June 12th</b>	<b>All Departments</b>	<b>Meet with Budget Office on FY 2021 Department Requests (optional).</b>
Monday, July 6th	Auditor	Provide FY 2021 final detail revenue schedule, summary revenue schedule and projected fund balance (with the exception of tax revenue).
Saturday, July 25th	Central Appraisal District	Chief Appraiser shall certify Appraisal Roll by July 25th. (Tax Code Section 26.01)
<b>Thursday, July 30th</b>	<b>Budget Department</b>	<b>FY 2021 Recommended Budget sent to Departments.</b>
TBD	Purchasing Board	Provide court orders to the Budget Office regarding the FY 2021 Budget for Purchasing.
TBD	CSCD Board	Provide court orders to the Budget Office regarding the FY 2021 Budget for CSCD.
TBD	Juvenile Board	Provide court orders to the Budget Office regarding the FY 2021 Budget for Juvenile Probation, and Juvenile Detention.
TBD	Board of District Judges	Provide court orders to the Budget Office regarding the FY 2021 Budget for County Auditor.

## FY 2021 Budget Calendar

DATE	RESPONSIBLE PARTY	DETAILS
Monday - Wednesday, August 3rd - 5th	Commissioners Court Budget & Tax Rate Workshop	Review and any action related to FY 2021 Recommended Budget to include: * FY 2021 Revenue Estimates * FY 2021 Recommended Budget * Discussion and any action related to proposed Elected Officials' salaries (LGC 152.013), * Adopt Uniform Pay Policy * FY 2021 Court Recommended Budget * FY 2021 Tax Rate, * Vote to be taken on the Proposed FY 2021 tax rate, * Schedule Tax Rate Public Hearing
Friday, August 7th	Public Information Office	Publish Notice of Proposed Property Tax Rate (Tax Code 26.06(a))  Publish Notice of Public Hearing on Proposed Budget (LGC 111.0675)
	Human Resources Department	Publish Notice of Proposed Elected Officials' salary, expenses, and other allowances (LGC 152.013) * HR send written notice to Elected Officials concerning salary, expenses, and other allowances
Thursday, August 13th	Budget Staff	File FY 2021 Proposed Budget with County Clerk and County Auditor. Proposed Budget distributed to Commissioners Court, Purchasing, and County Departments. (LGC 111.066)
Friday, August 14th	Commissioners Court	Public Hearing on FY 2021 Tax Rate.
Monday, August 17th	Commissioners Court	Public Hearing on FY 2021 Proposed Budget (LGC Section 111.067)
Monday, August 17th	Commissioners Court	Adoption of FY 2021 * County Budget (LGC 111.068) * Tax Rate - Tax Code 26.06 (e) <i>The meeting to vote on the tax rate increase may not be held later than the seventh day after the date of the public hearing.</i> * Elected Officials Salaries (LGC 152.013) * Compensation Plan
Monday, September 21st		Adoption of FY 2021 * County Fee Schedule (LGC 118)

**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
Budget	Elected Officials' Salaries

# January 2020

December '19							February '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14		2	3	4	5	6	7
15	16	17	18	19	20	21		8	9	10	11	12	13
22	23	24	25	26	27	28		14	15	16	17	18	19
29	30	31						20	21	22	23	24	25
								26	27	28	29		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 New Year's Day	2	3	4
5	6 Court 1:30	7	8	9	10	11
12	13 FY 2021 Budget Calendar on Court Agenda Court 1:30	14	15 Post 1st Quarter Stats	16	17 Send out Budget Kick-Off Meeting Invites	18
19	20 Martin Luther King	21	22	23	24	25
26	27 Court 1:30	28	29	30 Budget Kick-Off Meetings	31 Budget Kick-Off Meetings	1
2	3	Notes				

# February 2020

January '20							March '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30	31		29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30 Budget Kick-Off Meetings	31 Budget Kick-Off Meetings	1
2 Groundhog Day	3  Court 1:30	4	5	6	7	8
9	10  Court 1:30	11	12 Lincoln's Birthday	13	14 Valentines Day	15
16	17 Presidents' Day  Court 1:30	18  Early Voting	19  Early Voting	20  Early Voting	21  Early Voting	22
23	24  Early Voting Court 1:30	25  Early Voting	26 Ash Wednesday  Early Voting	27  Early Voting	28 Budget Packets Due  Early Voting	29
1	2	Notes				

# March 2020

February '20							April '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4
2	3	4	5	6	7	8	5	6	7	8	9	10	11
9	10	11	12	13	14	15	12	13	14	15	16	17	18
16	17	18	19	20	21	22	19	20	21	22	23	24	25
23	24	25	26	27	28	29	26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Court 1:30	3 Primary Election	4	5	6	7
8 Daylight Savings	9 Court 1:30	10	11	12	13	14
15	16 Court 1:30	17 St. Patrick's Day	18	19	20	21
22	23 Court 1:30	24	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes				

# April 2020

March '20							May '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30	31					24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 April Fool's Day	2	3 DI to IT / Equip Svcs / HR	4
5	6 Court 1:30	7	8	9	10 Good Friday	11
12 Easter	13 Court 1:30	14	15 Tax Day Post 2nd Quarter Stats	16	17 Packets due from IT Packets due from Equip Svcs	18
19	20 Court 1:30	21	22 Earth Day	23	24	25
26	27 Court 1:30	28	29	30 Preliminary Tax Roll Deadline	1	2
3	4	Notes Deadline for chief appraiser to provide preliminary tax roll values is April 30th. <b>Tax Code 26.01(e)</b>				

# May 2020

April '20							June '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30			28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4  Court 1:30	5 <small>Cinco de Mayo</small>	6	7	8 <small>Pricing due from Purchasing</small>	9
10 <small>Mother's Day</small>	11  Court 1:30	12	13	14	15	16
17	18  Runoff Early Voting  Court 1:30	19  Runoff Early Voting	20  Runoff Early Voting	21  Runoff Early Voting	22  Runoff Early Voting	23
24	25 <small>Memorial Day</small>	26  Primary Runoff Election	27	28	29	30
31	1	Notes				

# June 2020

May '20							July '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1   Court 1:30	2 Preliminary Budgets to Departments	3 Meeting with Departments Upon Request	4 Meeting with Departments Upon Request	5 Meeting with Departments Upon Request	6
7	8 Meeting with Departments Upon Request  Court 1:30	9 Meeting with Departments Upon Request	10 Meeting with Departments Upon Request	11 Meeting with Departments Upon Request	12 Meeting with Departments Upon Request	13
14 Flag Day	15   Court 1:30	16	17	18	19	20
21 Father's Day	22   Court 1:30	23	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				



# July 2020

June '20							August '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4 Independence Day
5	6 Final Revenues due from Auditor  Court 1:30	7	8	9	10	11
12	13  Court 1:30	14	15 Post 3rd Quarter Stats	16	17	18
19	20  Court 1:30	21	22	23	24	25 Certified Appraisal Roll Deadline
26	27 Final PFP due from HR  Court 1:30	28	29	30 Distribute Recommended Budget to Departments	31	1
2	3	Notes If the appraisal review board for an appraisal district has not approved the appraisal records for the district by July 20, the chief appraiser must prepare and certify an estimate of the taxable value of the property in the district. <b>Tax Code 26.01</b> July 25 is the deadline for the chief appraiser to certify the appraisal roll.				

# August 2020

July '20							September '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30	31		27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	<b>3</b> Finalize tax rate documents Court 1:30	<b>4</b> Tax A/C file docs with CAD CAD has 3 days to post	<b>5</b> Get final notice to DMN	6	<b>7</b> Publish Notices (Tax Rate / Budget / EO Salary) CAD posting deadline Wait 5 days for hearing	8
	Budget/Tax Rate Workshop					
9	<b>10</b> Court 1:30	11	12	<b>13</b> File Proposed Budget	<b>14</b> Public Hearing on Tax Rate	15
16	<b>17</b> <sup>78</sup> Proposed Budget Hearing Adopt Budget/Tax Rate/ EO Salaries Court 1:30	18 <sup>77</sup>	<b>19</b> <sup>76</sup> Send Account & Project Code Verification Report to Auditor's Office	20 <sup>75</sup>	21 <sup>74</sup>	22 <sup>73</sup>
23 <sup>72</sup>	<b>24</b> <sup>71</sup> Court 1:30	25 <sup>70</sup>	26 <sup>69</sup>	27 <sup>68</sup>	28 <sup>67</sup>	29 <sup>66</sup>
30 <sup>65</sup>	<b>31</b> <sup>64</sup> Account & Project Verification Report Due from Auditor's Office	Notes				

### **Proposed Budget**

The Commissioners Court shall hold the proposed budget public 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. **LGC 111.067(b)**

The Commissioners Court shall publish notice that it will consider the proposed budget on the date of the budget hearing. The notice must include, in a type of a size at least equal to the type used for other items in the notice, any statement required to be included in the proposed budget under LGC 111.003(b). **LGC 111.067(c) and (d).**

A proposed budget that will require raising more revenue from property taxes than in the previous year must contain a cover page with the following statement in 18-point or larger type: "This budget will raise more total property taxes than last year's budget by (insert total dollar amount of increase and percentage increase), and of that amount (insert amount computed by multiplying the proposed tax rate by the value of new property added to the roll) is tax revenue to be raised from new property added to the tax roll this year." **LGC 111.033(b)**

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. **LGC 111.068(a)**

### **Tax Rate**

The governing body of a taxing unit may not adopt a tax rate that exceeds the lower of the voter-approval tax rate or the no-new-revenue tax rate calculated as provided by this chapter until the governing body has held a public hearing on the proposed tax rate. **Tax Code 26.05 (d)**

The governing body of a taxing unit may not hold a public hearing on a proposed tax rate or a public meeting to adopt a tax rate until the 5th day after the date the chief appraiser of each appraisal district in which the taxing unit participates has delivered the notice required and complied with section 26.17(f)

The governing body may vote on the proposed tax rate at the public hearing. If the governing body does not vote on the proposed tax rate at the public hearing, the governing body shall announce at the public hearing the date, time and place of the meeting at which it will vote on the proposed tax rate. **Tax Code 26.**

A meeting to vote on the tax increase may not be held later than the 7th day after the date of the public hearing. The meeting must be held inside the boundaries of the taxing unit in a publicly owned building. **Tax Code 26.**

Adoption of the tax rate must not be later than the 71st day before the November election date if the Commissioners Court wishes to adopt a tax rate that exceeds the voter-approval rate. **Tax Code 26.05(a)**

Deadline to order an election to be held on the November uniform election date is the 78th day before election day. **Election Code 3.005(c)**

Before the later of September 30 or the 60th day after the date the certified appraisal roll is received by the taxing unit, shall adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted. **Tax Code 26.05(a)**

# September 2020

August '20							October '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 63	2 62	3 61	4 60	5 59
6 58	7 57 - Labor Day	8 56	9 55	10 54	11 53	12 52
13 51 - Grandparents' Day	14 50  Court 1:30	15 49	16 48	17 47	18 46	19 45
20 44	21 43 Adopt Fee Schedule  Court 1:30	22 42	23 41	24 40	25 39 Distribute Adopted Budget Line Items to Departments	26 38
27 37	28 36  Court 1:30	29 35	30 34 Complete Carryforward List  Numbers Only Adopted Budget Published on Website	1	2	3
4	5	Notes				

# October 2020

September '20							November '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 33	2 32	3 31
4 30	5 29 Court 1:30	6 28	7 27	8 26	9 25	10 24
11 23	12 22 - Columbus Day Court 1:30	13 21	14 20	15 19 Post 4th Quarter Stats	16 18 - Boss's Day	17 17
18 16	19 15 Early Voting Court 1:30	20 14 Early Voting	21 13 Early Voting	22 12 Early Voting	23 11 Early Voting	24 10
25 9	26 8 Early Voting Court 1:30	27 7 Early Voting	28 6 Early Voting	29 5 Early Voting	30 4 Early Voting	31 3 - Halloween
1	2	Notes				

# November 2020

October '20							December '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> 2 - Daylight Savings	<b>2</b> 1  Court 1:30	<b>3</b> Election Day	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>  Court 1:30	<b>10</b>	<b>11</b> Veterans' Day	<b>12</b>	<b>13</b> Adopted Budget Book Published on Website	<b>14</b>
<b>15</b>	<b>16</b>  Court 1:30	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>  Court 1:30	<b>24</b>	<b>25</b>	<b>26</b> Thanksgiving Day	<b>27</b> Black Friday	<b>28</b>
<b>29</b>	<b>30</b> Cyber Monday	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	Notes				

# December 2020

November '20							January '21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30						24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	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 Christmas Eve	25 Christmas Day	26
27	28 Court 1:30	29	30	31 New Year's Eve	1	2
3	4	Notes				