

## FY 2018 Budget Calendar

DATE	RESPONSIBLE PARTY	DETAILS
Thursday - Friday, February 2nd & 3rd	Budget Department	Kick-Off Budget Meeting & distribution of electronic FY 2018 Budget Preparation Manuals.
<b>Wednesday, February 22nd</b>	<b>All Departments</b>	<b>Departments return completed Electronic FY 2018 Budget requests to the Budget Department via email.</b>
Wednesday, March 22nd	Budget Department	FY 2018 Technology Requests sent to IT department for review, specs and recommendation. FY 2018 New Personnel and Position Change requests sent to HR for grade and job title recommendations. FY 2018 Equipment requests sent to Equipment Services for review and pricing.
Friday, April 7th	Information Technology Dept. Equipment Svcs Dept.	FY 2018 Technology Requests returned to Budget Office. FY 2018 Equipment requests returned to Budget Department.
Wednesday, April 26th	Budget Department	FY 2018 Department Requests sent to Purchasing for pricing.
Sunday, 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)
Thursday, May 11th	Human Resources	FY 2018 New Personnel and Position Change returned to Budget Department.
Friday, May 12th	Purchasing Dept.	FY 2018 Department Requests returned to Budget Department.
<b>Friday, June 2nd</b>	<b>Budget Department</b>	<b>FY 2018 Preliminary Budget sent to Departments.</b>
Monday - Friday June 5th - 9th	All Departments	Meet with Budget Office on FY 2018 Department Requests (optional).
Friday, July 7th	Auditor	Provide FY 2018 final detail revenue schedule, summary revenue schedule and projected fund balance (with the exception of tax revenue).
Tuesday, July 25th	Central Appraisal District	Chief Appraiser shall certify Appraisal Roll by July 25th. (Tax Code Section 26.01)
<b>Thursday, July 27th</b>	<b>Budget Department</b>	<b>FY 2018 Recommended Budget sent to Departments.</b>
<b>Monday - Wednesday, August 14th - 16th</b>	<b>Commissioners Court Budget Workshop</b>	<b>Review and any action related to FY 2018 Recommended Budget to include:</b> * FY 2018 Revenue Estimates * FY 2018 Recommended Budget * Discussion and any action related to proposed Elected Officials' salaries (LGC 152.013), * Adopt Uniform Pay Policy

## FY 2018 Budget Calendar

DATE	RESPONSIBLE PARTY	DETAILS
<b>Thursday - Friday, August 17th - 18th</b>	<b>Commissioners Court Tax Rate Workshop</b>	<b>Review and any action related to FY 2018 Recommended Budget to include:</b> * FY 2018 Court Recommended Budget * FY 2018 Tax Rate, * <b>Vote to be taken on the Proposed FY 2018 tax rate,</b> * <b>Schedule Tax Rate Public Hearings</b>
No later than Wednesday, August 31st	Public Information Office	Publish "Notice of 2017 Tax Year Proposed Property Tax Rate". Notice to be published no later than September 1st (LGC 140.010)
TBD	Purchasing Board	Provide court orders to the Budget Office regarding the FY 2018 Budget for Purchasing.
TBD	CSCD Board	Provide court orders to the Budget Office regarding the FY 2018 Budget for CSCD.
TBD	Juvenile Board	Provide court orders to the Budget Office regarding the FY 2018 Budget for Juvenile Probation, and Juvenile Detention.
TBD	Board of District Judges	Provide court orders to the Budget Office regarding the FY 2018 Budget for County Auditor.
<b>Tuesday, September 5th</b>	<b>Commissioners Court</b>	<b>1st Public Hearing on FY 2018 Tax Rate. Announce the date, time, and place a vote will be taken to adopt the FY 2018 Tax Rate.</b>
No later than Friday, September 8th	Public Information Office  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
No later than Friday, September 8th	Public Information Office  Budget Department	Publish Notice of Public Hearing on FY 2018 Proposed Budget (LGC 111.0675)
<b>Monday, September 11th</b>	<b>Commissioners Court</b>	<b>2nd public hearing on FY 2018 Tax Rate. Announce the date, time, and place a vote will be taken to adopt the FY 2018 Tax Rate.</b>
Monday, September 11th	Budget Staff	File FY 2018 Proposed Budget with County Clerk and County Auditor. Proposed Budget distributed to Commissioners Court, Purchasing, and County Departments. (LGC 111.066)
<b>Monday, September 18th</b>	<b>Commissioners Court</b>	<b>Public Hearing on FY 2018 Proposed Budget (LGC Section 111.067)</b>
<b>Monday, September 18th</b>	<b>Commissioners Court</b>	<b>Adoption of FY 2018</b> * <b>County Budget (LGC 111.068)</b> * <b>Tax Rate (Tax Code 26.05 b)</b> * <b>Elected Officials Salaries (LGC 152.013)</b> * <b>Compensation Plan</b> * <b>County Fee Schedule (LGC 118)</b>

**Note: Court Orders are required on:**

Budget	Proposed Tax Rate
Human Resources	Uniform Pay Policy
Budget	Recommended Elected Officials Salaries
Budget	Proposed Tax Rate

## FY 2018 Budget Calendar

DATE	RESPONSIBLE PARTY	DETAILS
	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

### 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.