

Budget Adjustment Deadlines

The deadlines for submitting Budget Adjustments- Line Item Transfers/Budget Amendments to the County Auditor's Office for 2023-2024 will be on Monday by 12pm, a week before Court or otherwise noted.

<u>Commissioners' Court Date</u>	Deadline, Monday @ 12:00pm, Noon
Monday, October 09, 2023	Monday, October 02, 2023
Monday, October 23, 2023	Monday, October 16, 2023
Monday, November 13, 2023	Monday, November 6, 2023
Monday, November 27, 2023	Monday, November 20, 2023
Monday, December 11, 2023	Monday, December 4, 2023
Friday, December 22, 2023	*Monday, December 11, 2023
Monday, January 08, 2024	*Friday, December 29, 2023
Monday, January 22, 2024	*Friday, January 12, 2024
Monday, February 12, 2024	Monday, February 05, 2024
Monday, February 26, 2024	*Friday, February 16, 2024
Monday, March 11, 2024	Monday, March 04, 2024
Monday, March 25, 2024	Monday, March 18, 2024
Monday, April 08, 2024	Monday, April 01, 2024
Monday, April 22, 2024	Monday, April 15, 2024
Monday, May 13, 2024	Monday, May 06, 2024
Tuesday, May 28, 2024	Monday, May 20, 2024
Monday, June 10, 2024	Monday, June 03, 2024
Monday, June 24, 2024	Monday, June 17, 2024
Monday, July 08, 2024	Monday, July 01, 2024
Monday, July 22, 2024	Monday, July 15, 2024
Monday, August 12, 2024	Monday, August 05, 2024
Monday, August 26, 2024	Monday, August 19, 2024
Monday, September 09, 2024	*Friday, August 30, 2024
Monday, September 23, 2024	Monday, September 16, 2024
• <i>*Deadline change due to 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. Use whole dollars, NO cents.
4. Include adequate description for the adjustment;
 - 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. Budget adjustments-Line item transfers/Amendments will need to be entered in Munis, the LIT form along with any backup documentation must be attached in PDF format to your entry in Munis.

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.

Thank you for helping make our local government work!