

Budget Adjustment Deadlines

The deadlines for submitting Budget Adjustments- Line Item Transfers/Budget Amendments to the County Auditor’s Office for 2025-2025 will be on Monday by 12pm, a week before Court or otherwise noted.

<u>Commissioners’ Court Date</u>	<u>Deadline, Monday @ 12:00pm, Noon</u>
Monday, October 14, 2024	Monday, October 07, 2024
Monday, October 28, 2024	Monday, October 21, 2024
Monday, November 12, 2024	Monday, November 4, 2024
Monday, November 25, 2024	Monday, November 18, 2024
Monday, December 09, 2024	Monday, December 2, 2024
Monday, December 23, 2024	Monday, December 16, 2024
Monday, January 13, 2025	Monday, January 6, 2025
Monday, January 27, 2025	*Friday, January 17, 2025
Monday, February 10, 2025	Monday, February 03, 2025
Monday, February 24, 2025	*Friday, February 14, 2025
Monday, March 10, 2025	Monday, March 03, 2025
Monday, March 24, 2025	Monday, March 17, 2025
Monday, April 14, 2025	Monday, April 07, 2025
Monday, April 28, 2025	Monday, April 21, 2025
Monday, May 12, 2025	Monday, May 05, 2025
Tuesday, May 27, 2025	Monday, May 19, 2025
Monday, June 09, 2025	Monday, June 02, 2025
Monday, June 23, 2025	Monday, June 16, 2025
Monday, July 14, 2025	Monday, July 07, 2025
Monday, July 28, 2025	Monday, July 21, 2025
Monday, August 11, 2025	Monday, August 04, 2025
Monday, August 25, 2025	Monday, August 18, 2025
Monday, September 08, 2025	*Friday, August 29, 2025
Monday, September 22, 2025	Monday, September 15, 2025
• *Deadline change due to holiday	

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!