

# Budget Adjustment Deadlines

The deadlines for submitting line item transfers/budget adjustments to the County Auditor's Office for 2020-2021 are on Tuesday by 12pm, a week before Court or otherwise noted.

<u>Commissioners' Court Date</u>	<b>Deadline, Tuesday @ 12:00pm, Noon</b>
Monday, October 12, 2020	Tuesday, October 6, 2020
Monday, October 26, 2020	Tuesday, October 20, 2020
Monday, November 9, 2020	Tuesday, November 3, 2020
Monday, November 23, 2020	Tuesday, November 17, 2020
Monday, December 14, 2020	Tuesday, December 8, 2020
Monday, December 28, 2020	Tuesday, December 22, 2020
Monday, January 11, 2021	Tuesday, January 5, 2021
Monday, January 25, 2021	Tuesday, January 19, 2021
Monday, February 8, 2021	Tuesday, February 2, 2021
Monday, February 22, 2021	Tuesday, February 16, 2021
Monday, March 8, 2021	Tuesday, March 2, 2021
Monday, March 22, 2021	Tuesday, March 16, 2021
Monday, April 12, 2021	Tuesday, April 6, 2021
Monday, April 26, 2021	Tuesday, April 20, 2021
Monday, May 10, 2021	Tuesday, May 4, 2021
Monday, May 24, 2021	Tuesday, May 18, 2021
Monday, June 14, 2021	Tuesday, June 8, 2021
Monday, June 28, 2021	Tuesday, June 22, 2021
Monday, July 12, 2021	Tuesday, July 6, 2021
Monday, July 26, 2021	Tuesday, July 20, 2021
Monday, August 9, 2021	Tuesday, August 3, 2021
Monday, August 23, 2021	Tuesday, August 17, 2021
Monday, September 13, 2021	Tuesday, September 7, 2021
Monday, September 27, 2021	Tuesday, September 21, 2021
<i>*TBD( To be determined) or Subject to change depending on 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. Please 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!**