

Budget Adjustment Deadlines

The deadlines for submitting Budget Adjustments- Line Item Transfers/Budget Amendments to the County Auditor's Office for 2022-2023 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 10, 2022	Monday, October 03, 2022
Monday, October 24, 2022	Monday, October 17, 2022
Monday, November 14, 2022	Monday, November 07, 2022
Monday, November 28, 2022	Monday, November 21, 2022
Monday, December 12, 2022	Monday, December 05, 2022
Tuesday, December 27, 2022	Monday, December 19, 2022
Monday, January 09, 2023	*Friday, December 30, 2022
Monday, January 23, 2023	*Friday, January 13, 2023
Monday, February 13, 2023	Monday, February 06, 2023
Monday, February 27, 2023	*Friday, February 17, 2023
Monday, March 13, 2023	Monday, March 06, 2023
Monday, March 27, 2023	Monday, March 20, 2023
Monday, April 10, 2023	Monday, April 03, 2023
Monday, April 24, 2023	Monday, April 17, 2023
Monday, May 08, 2023	Monday, May 01, 2023
Monday, May 22, 2023	Monday, May 15, 2023
Monday, June 12, 2023	Monday, June 05, 2023
Monday, June 26, 2023	*Friday, June 16, 2023
Monday, July 10, 2023	Monday, July 03, 2023
Monday, July 24, 2023	Monday, July 17, 2023
Monday, August 14, 2023	Monday, August 07, 2023
Monday, August 28, 2023	Monday, August 21, 2023
Monday, September 11, 2023	*Friday, September 01, 2023
Monday, September 25, 2023	Monday, September 18, 2023
• *Deadline change due to holidays	

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!