

2011-2012 BUDGET CALENDAR

<u>DATE</u>	<u>TASK</u>	<u>RESPONSIBILITY</u>
<u>4/15/11</u>	Distribute Budget Request Forms to Department Heads	County Judge's Office
<u>4/25/11</u>	AGENDA: Approve 2011-2012 Budget Calendar	Commissioners Court
<u>5/30/11</u>	Complete preparation of Preliminary Budget	County Judge's Office
<u>6/13/11</u>	AGENDA: Review Preliminary Budget and set Departmental Hearings	Commissioners Court
<u>06/27/11 – 06/29/11</u>	AGENDA: Departmental Hearings (three separate agendas)	Commissioners' Court
<u>7/25/11</u>	AGENDA: (A) Complete Proposed Budget (B) Approve Proposed Tax Rate. (<i>not setting rate</i>) (C) Set date for Public Hearing - For proposed budget LGC 111.008(b) (D) Set date for Public Hearings (two separate hearings) on Proposed Tax Rate – Tax Code 26.06(a)	Commissioners' Court
<u>7/25/11</u>	Send copy of Proposed Budget to Department Heads - LGC 152.013(c)	Commissioners Court
<u>7/25/11</u>	File the Proposed Budget with the County Clerk and post notice of filing LGC 111.006	County Judge's Office
<u>7/25/11</u>	Post Notice of Public Hearing and Notice of Filing on bulletin board - LGC 111.008(c)	Commissioners Court
<u>7/25/11</u>	Publish Notice of Public Hearing on Budget LGC 111.0085 (not more than 30 days nor less than 11 days before hearing) 08/05/11 Newspaper	Commissioners Court
<u>7/25/11</u>	Publish Notice of Proposed Salaries (only if increased) of Elected Officials- LGC 152.013(b) Wednesday, 11/02/11 Newspaper	Commissioners Court
<u>§ PRELIMINARY BUDGET HAS TO BE COMPLETED BEFORE THE END OF JULY!</u>		
<u>07/25/11</u>	Certified appraisal roll due to Tax Assessor – Collector from the Appraisal District TEX TAX Code § 26.01 (A).	

2011-2012 BUDGET CALENDAR

08/07/11

Publish effective Tax Rate and submit to
Commissioners Court - Tax Code 26.04

Doug Smithson Posts
and Publishes Notice

*****Remind Doug to Publish the Notice*****

08/04 & 08/11

Publish Notice of Public Hearing on Proposed
Tax Increase - Tax Code 26.06(a) minimum (7)
days notice

Doug Smithson,
Appraisal District

Has to be published twice, once before the first hearing and once before the second hearing 1/4 page ad, 24pt or larger. Cannot be in the legal notices.

08/07/11

Post notice of Budget and Tax Rate Hearings on County Website for a
minimum of 7 consecutive days.

TWO HEARINGS HAVE TO BE CONDUCTED FOR THE TAX RATE. THE HEARINGS MUST BE AT LEAST 7 DAYS APART. Tax Code 26.05 (b) AND (d). THE HEARING FOR THE BUDGET MY NOT BE HELD BEFORE THE 15TH DAY OF THE MONTH NEXT FOLLOWING THE MONTH THE PRELIMINARY BUDGET WAS APPROVED. LGC 111.008(b) (AUGUST 15TH OR LATER)

8/16/11

AGENDA: (A) Conduct Public Hearing on Proposed Budget for FY 2011-2012 LGC 111.008
(B) Approve any necessary Amendments to the Proposed Budget
(C) Set Elected Official's Salaries and Expenses. LGC 152.013
(D) Approve a Tax Increase that raises more revenue than the previous year. LGC 111.008(c)
(E) Approve Final Budget LGC 111.008
(F) Set **Proposed** Tax Rate - Tax Code 26.05
(before Sept. 1 or soon as practicable)
(G) Conduct **FIRST** Public Hearing on Proposed Tax Increase-Tax Code 26.06

Commissioners Court

08/16/11

Distribute memo regarding Final Budget

County Judge's Office

08/16/11

Post notice of 2nd Tax Rate Hearing on County Website
for a minimum of 7 consecutive days. (Has to be done
between the first and second hearing)

08/24/11

AGENDA: (A) Conduct **SECOND** Public Hearing on Proposed Tax Increase-Tax Code 26.06
(B) Set date, time and place of Meeting
to Vote on Tax Rate-Tax Code 26.06 (d), (e)

Publish Notice of Vote on Tax Rate-Tax Code 26.06(e) may not be earlier than the 3rd day or later than the 14th day after the date of second public hearing

Doug Smithson (give him dates & he will do it)**REMIND DOUG TO PUBLISH NOTICE********

2011-2012 BUDGET CALENDAR

This meeting must be held between (3rd day after hearing) and (14th day after hearing). The meeting to vote on the tax increase may not be earlier than the third day or later than the 14th day after the date of the public hearing. Tax Code 26.06 “Notice of Vote on Tax Rate” (e)

09/12/11

**Write Court Order for Commissioners to adopt
Tax Rate-Tax Code 26.05 (ask Auditor for numbers)**

County Judge’s Office

09/12/11

AGENDA: (C) Adopt Tax Rate-Vote on Tax Rate