

## 2012-2013 BUDGET CALENDAR

<u>DATE</u>	<u>TASK</u>	<u>RESPONSIBILITY</u>
<u>4/16/12</u>	Distribute Budget Request Forms to Department Heads	County Judge's Office
<u>5/14/12</u>	<b>AGENDA:</b> Approve 2012-2013 Budget Calendar	Commissioners Court
<u>5/31/12</u>	Complete preparation of Preliminary Budget	County Judge's Office
<u>6/10/12</u>	<b>AGENDA:</b> Review Preliminary Budget and set Departmental Hearings	Commissioners Court
<u>06/25/12 – 06/27/12</u>	<b>AGENDA:</b> Departmental Hearings (three separate agendas)	Commissioners' Court
<u>7/23/12</u>	<b>AGENDA:</b> (A) Complete Proposed Budget (B) Approve <b>Proposed</b> Tax Rate. ( <i>not setting rate</i> ) (C) Set date for Public Hearing - For proposed budget LGC 121.008(b) (D) Set date for Public Hearings (two separate hearings) on Proposed Tax Rate – Tax Code 26.06(a)	Commissioners' Court
<u>7/23/12</u>	<b>Send copy of Proposed Budget to Department Heads - LGC 152.013(c)</b>	Commissioners Court
<u>7/23/12</u>	<b>File the Proposed Budget with the County Clerk and post notice of filing LGC 121.006</b>	County Judge's Office
<u>7/23/12</u>	<b>Post Notice of Public Hearing and Notice of Filing on bulletin board - LGC 121.008(c)</b>	Commissioners Court
<u>7/25/12</u>	<b>Publish Notice of Public Hearing on Budget LGC 121.0085 (not more than 30 days nor less than 12 days before hearing) Sunday, July 31, 2012 Newspaper</b>	Commissioners Court
<u>7/23/12</u>	<b>Publish Notice of Proposed Salaries (only if increased) of Elected Officials- LGC 152.013(b) Sunday, July 31, 2012 Newspaper</b>	Commissioners Court
<b><u>§ PRELIMINARY BUDGET HAS TO BE COMPLETED BEFORE THE END OF JULY!</u></b>		
<u>07/23/12</u>	<b>Certified appraisal roll due to Tax Assessor – Collector from the Appraisal District TEX TAX Code § 26.01 (A).</b>	

## 2012-2013 BUDGET CALENDAR

08/05/12

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\*\*\***

08/03 & 08/10

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.***

08/05/12

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 15<sup>TH</sup> DAY OF THE MONTH NEXT FOLLOWING THE MONTH THE PRELIMINARY BUDGET WAS APPROVED. LGC 121.008(b) (AUGUST 15<sup>TH</sup> OR LATER)***

8/16/12

AGENDA: (A) Conduct Public Hearing on Proposed Budget for FY 2012-2013 LGC 121.008  
(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 121.008(c)  
(E) Approve Final Budget LGC 121.008  
(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

08/16/12

Distribute memo regarding Final Budget

County Judge's Office

08/16/12

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

08/27/12

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 3<sup>rd</sup> day or later than the 14<sup>th</sup> day after the date of second public hearing***

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

## **2012-2013 BUDGET CALENDAR**

**This meeting must be held between (3<sup>rd</sup> day after hearing) and (14<sup>th</sup> 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)**

**09/10/12**

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

**County Judge’s Office**

**09/10/12**

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