

FY 2011 – 2012 Budget Schedule

Date

2010

- 11/15 Departments have access to the expense and revenue screens in the BID (Budget Item Detail) module.
- 11/17 Budget Reduction Worksheets and budget preparation request forms are distributed to departments by the Office of Budget Management.
- 12/13 Deadline for completion of revenue screens in the BID module.
- 12/13 Deadline at 5:00 P.M. for submission by departments of Budget Reduction Worksheets to the Budget Office, Room 938, Administration Building.

2011

- 01/03 Preliminary budget allocation amounts provided to departments so that budget forms can be adjusted as necessary.
- 01/14 Deadline at 5:00 P.M. for submission by departments of budget preparation request forms to the Budget Office, Room 938, Administration Building.
- 01/26 – 01/28 Budget Review Committee meets with department heads regarding plans and objectives.
- 02/07 Preliminary revenue estimate will be received from Auditor.
- 02/22 Commissioners Court reconvenes hearings at 9:00 A.M. to consider the report of the Budget Officer regarding budgets for departments, budget request adjustments, alternate budget plans and policy matters.
- 03/01 Final revenue estimate received from Auditor.
- 03/08 Commissioners Court meets at 10:00 A.M. for public hearing and adoption of the budgets for Harris County and the Flood Control District.