



FY 2025-2026 BUDGET & TAX CALENDAR

DATE	ACTION	STATUTE	OFFICIAL
April	Budget Letter and Worksheets Distributed		County Judge/Auditor
April/May	Departments Prepare and Present Budget Requets	LGC 111.005	County Judge/Auditor
May 15th	Deadline for departments to return budget requests		
April 30th	Deadline for chief appraiser to provide preliminary tax roll values.	Tax Code 26.01(e)	Chief Appraiser
Apr/May	Adopt Budget Policy and Calendar		County Judge & Commissioners
June 10	Workshop Following Regular Commissioners Court - Budget Policy, Vehicle Fleet, Mileage Policy, Time and Leave, Employee Handbook Issues, IT issues, Facility Issues, Insurance (Health and Risk Management), Historical Building and places		County Judge & Commissioners & Public
June 24	Workshop Following Regular Commissioners Court - County Judge and all County Departments, Grant-funded and/or State-Funded Departments, Tax Assessor Collector, Treasurer, Auditors/purchasing Office, EMS, Fire, Health and Welfare, and other grants or ILAs		County Judge & Commissioners & Public
July 8	Workshop Following Regular Commissioners Court - Law Enforcement Elected Departments (Sheriff, constables and Jail), District Attorney, and County Attorney and ILA support		County Judge & Commissioners & Public
July 22	Workshop Following Regular Commissioners Court - Clerks, District Courts, County Court at Law, Judicial Services and JPs		
July 25th	Deadline for chief appraiser to certify appraisal roll		Chief Appraiser
July 29	Workshop Following Regular Commissioners Court - Courts Road and Bridge and Other Funds		County Judge & Commissioners & Public
August 12	Complete Budget for filing with Clerk for public review		County Judge & Commissioners & Public
before Aug 15th	Before filing annual budget, give notice to each elected officer of proposed salary and expenses	LGC 152.013(c)	County Judge & County Auditor
Aug 15th	File Proposed Budget with County Clerk (available for Public Inspection) & post on county website	LGC 111.006b	County Auditor/Judge/IT
August 12	Submit no-new-revenue rate and voter-approved tax rate calculation to Commissioners Court.	Tax Code 26.014 (c),(d2)	Chief Appraiser/County Auditor
August 12	Meeting of governing body to set proposed rate, take record vote and schedule public hearing.	LGC 111.007b	Commissioners' Court
August 12	If exceeds no new revenue rate , take record vote and schedule (1) Public Hearings .		Commissioners' Court
August 12	Commissioners' Court sets or confirms date for Public Hearing on budget authorizing notice to be published in newspaper.		Commissioners' Court
August 12	SET and announce date, time & place to adopt tax rate		Commissioners' Court
By Aug 20	Publication of effective and rollback tax rates; statement and schedules; Deadline to newspaper 10am/website publication.		Auditor/Appraiser/ Purchasing
Aug 12- Aug 17	Publish notice of public hearing on the budget in newspaper. Must be published at least ten days before public hearing on budget.	LGC 111.075	
By Aug 20th	Notice of Public Hearing on Tax Increase is the first quarter-page notice in paper and website, at least 7 days before the first public hearing.		
by Aug 17th	PUBLISH notice of any Elected Officeials salaries, expenses, or allowances that are proposed to be increased and the amount of the proposed increases. (<i>Must be published at least ten days before budget hearing.</i>)	LGC 152.013 b	Human Resources/Auditor/Purchasing
	Set salary, expenses and other allowances of Elected or Precinct officials.	LGC 152.011	Commissioners' Court
Before filing annual budget	Send grievance notices to EO's.		County Auditor
if necessary	Choose Grievance Committee public members. Not later than 15th day after request for hearing.	LGC 152.015	Commissioners' Court
	5 PM Deadline for official to file salary grievance. Must be within five day of notice received.	LGC 152.016a	Officials
Before Aug 26	Meeting of Grievance Committee (if required). Must be held within ten days of request for hearing or selection of committee.	LGC 152.016b	Grievance Committee
Aug 26 9:00AM	Hold public hearing on tax rate. At least 7 days after newspaper publication.	Tax Code 26.06	Commissioners' Court
Aug 26 9:00AM	Public Hearing on budget. On or after Aug 16th. At least 10 days after newspaper publication.	LGC 81.006	Commissioners' Court
Aug 26 9:00AM	Adopt Budget. Must be a record vote.	LGC 111.008	Commissioners' Court
Aug 26 9:00AM	VOTE to Adopt Tax Rate	LGC 111.014	Commissioners' Court
Aug 26 9:00AM	VOTE to ratify tax increase	Tax Code 26.05	Commissioners' Court
Aug 26 9:00AM	File Adopted Budget with the County Clerk	LGC 111.009	County Judge/Auditor
Aug 26 9:00AM	Post on County web site & notify departments of adopted budget	LGC 111.009	Auditor/IT
Aug 26 9:00AM	Send notice to newspaper that budgets are available	LGC 111.009	County Auditor/Purchasing
All notices subject to website publication. Dates subject to change without notice.			
All subject to 72-hour notice for public meetings (Open Meetings Notice).			