



# Bulletin

## *Department of Budget & Management*

ELECTED OFFICIALS, APPOINTED OFFICIALS, AND DEPARTMENT HEADS

**Subject: 2009 Budget Process**

**Date Issued: June 18, 2008**

**Number: 2008-1**

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Please make plans to attend the 2009 Budget Preparation Training to be held Thursday and Friday June 19 and 20 at the Department of Budget and Management located at the new Administration Bldg. Only fifteen seats are available per session. We urge you to call to reserve your seat. For reservations please contact Ms. Veronica Ortiz at 292-7025 ext. 5415.

The 2009 Budget Request Data Entry Phase for Hidalgo County will begin Monday, June 23, 2008. Information about the overall 2009 Budget Process will be transmitted to departments via separate bulletins.

For the 2009 Budget Process, departments will be able to enter their budget requests on a new database that will be available through the County's Web page via intranet. This will allow departments to prepare and enter all 2009 budget request related data from their offices and at their convenience. However, for security reasons and to prevent errors and/or duplication in data entry, departments will be required to assign one person to have access to the database with the proper user name and password. To avoid delays departments that do not have internet access must schedule an appointment with our office to enter their 2009 budget request on computers that have been designated for this purpose at the Department of Budget and Management Lab.

After the Budget Trainings have been completed, a copy of the **Budget Request Module** computer screens and a set of instructions will be posted on the Department of Budget & Management County Web site for your reference. The website address is <http://www.co.hidalgo.tx.us/>.

The Department of Budget and Management will provide on going information about the 2009 Budget Process and Budget Development Activities via number bulletins. If you have any questions please contact Mrs. Dina Treviño or Dámaris SanMiguel at extension 5405 & 5410 respectively.