



*Department of Budget & Management*

# BUDGET BULLETIN

Elected Officials, Appointed Officials and Department Heads

**Subject:** 2020 Budget Process

**Date Issued:** May 17, 2019

**Number:** 2020-1

We are pleased to announce the kick off of the 2020 Budget Process. The first phase of this process is the request data entry that will begin on May 20, 2019. All 2020 budget requests are to be submitted using the Budget Application Program (BAP) and must be prepared in accordance with the development criteria approved by Commissioners Court on April 23<sup>rd</sup>, 2019.

Departments will have until Friday, June 7 at 5:00 pm to enter their budget request. During this time, departments should evaluate what services should be provided and at what level. Historical data of the past two years actual expenditures will be available to assist you in evaluating your current budget and the needs of your department. The Department of Budget and Management encourages you to examine your operating budget needs prior to making a decision on what to include in your next year's budget. Salary related object codes will continue to be administered by DBM.

The instructions for BAP will be posted on the County's website to assist you with the logging in procedures and while entering your requests. If your department is experiencing issues that are impeding the budget request data entry, please contact our department and we will provide assistance for this process.

If you have any questions, please feel free to contact our office. We will continue to update you as the budget process develops.