



2017

BUDGET BULLETIN

Department of Budget & Management

ELECTED OFFICIALS, APPOINTED OFFICIALS AND DEPARTMENT HEADS

Subject: Re-opening of BAP for Personnel Related Adjustments

Date Issued: June 6, 2016

Number: 2017-3

Please be advised that the budget application program (BAP) will be re-activated for additional data entry. The budget program database was initially opened from May 9, 2016 through May 27, 2016; however, in an effort to allow departments to enter personnel related adjustments, the database has been updated, and access to the budget program will be re-activated once more.

The database will be available from **Tuesday, June 7th through Monday, June 13th, 2016**. With the new update, departments will be able to request personnel related changes such as additional positions, reclassifications and deletions of existing positions.

Departments will be able to access the program with the same user name they had during the last data entry period; on the other hand, for security purposes, passwords have been reset to "budget". Once you attempt to log in into the database, you will prompted to create a new password just as the first time you accessed the program. For your convenience, BAP instructions for personnel related request will be available in the Hidalgo County website.

During this data entry period, departments will have access to their operating budget as well. This will be their opportunity to revise their budget requests or submit one if your have not done so.

Please be advised that any additional funds requested (budget issues) are not guaranteed to be approved. DBM staff will tabulate, compile, and analyze all departmental requests and prepare all necessary reports to be presented by the Budget Officer to Commissioners' Court during the budget workshops. Similarly, personnel related requests will be reviewed and recommended by the Human Resources department; however, funding availability and the critical need of the county will continue to be a priority.

Don't forget to visit the county website and select the 2017 Budget Process link to keep up with the latest updates and information regarding the annual budget process.

As always, our office is available to provide support to any county department that may need assistance with entering their budget requests. If you have any questions please contact Veronica Ortiz or Sandra Jara at extensions 5418 or 5408 respectively.