



Department of Budget & Management

BUDGET BULLETIN

Elected Officials, Appointed Officials and Department Heads

Subject: 2021 Budget Process

Date Issued: June 5, 2020

Number: 2021-1

It is time to work on the preparation of the 2021 budget. The Budget Application Program (BAP) is now Budget Management System (BMS) and will be open on June 8th, 2020 to begin entering your department's budget request. The user and point of contact from each department will receive an email with the credentials and a link to access the new budget request module. Make sure that you check your email for this information.

Departments will have until Friday, June 19 at 5:00 pm to enter their budget request. All 2021 budget requests are to be submitted using the Budget Management System (BMS) including any personnel related items. All budget and personnel requests must be prepared in accordance with the development criteria approved by Commissioners Court on June 2nd, 2020.

Every department should examine their operating budget needs prior to making a decision on what to include in their next year's budget. Departments should evaluate the services provided and expenditure trends. 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 salaries and fringe benefits will be entered into each department's budget by the Department of Budget and Management.

The instructions for BMS 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.