

CALENDAR YEAR 20__ FEE OFFICE BUDGET CHECKLIST

COUNTY _____

Clerk _____

Sheriff _____

YES

NO

INITIAL REVIEW

Budget submitted on correct form? _____

Budget signed by fee officer? _____

Budget signed by county judge/executive? _____

Annual Order Setting Salaries Attached? _____

MANDATED ITEMS

Fee officer salary fully funded? _____

Gross deputies and assistants salaries included? _____

Training fringe benefit included? _____

Employer fringe fully funded? _____

If fringe not included, does fiscal court pay? _____

Debt Service Budgeted? _____

MATH CHECK

Receipts add correctly? _____

Disbursements add correctly? _____

Excess fees calculation correct? _____

COMMENTS: _____

Budget reviewed by: _____

Date: _____