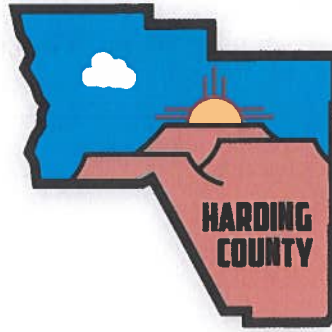


COUNTY COMMISSIONERS

Pablo Trujillo, District 1

Mike E. Lewis, District 2

Evangeline Garrison, District 3



COUNTY MANAGER

Victoria Villarreal

PO Box 1002

35 Pine ST.

Mosquero NM 87733

DATE: JANUARY 8, 2026

TO: ALL HARDING COUNTY DEPARTMENT SUPERVISORS

FROM: HARDING COUNTY MANAGER/ FINANCE DIRECTOR

RE: 2026-2027 BUDGET CALENDAR WORKSHOPS

MEMO #1

*Following this memo, please find the approved 2026-2027 Budget Calendar approved by the Harding County Board of Commissioners on **January 8, 2026**.*

*I will email, place in your box or mail no later than February 1, 2026 the budget expenditure worksheets to all Department Supervisor that the County has a budget for. **The Finance Director is available for questions and one on one assistance with your expenditure budget.** These worksheets shall be completed and returned to the County Managers office, **NO LATER THAN March 1, 2026.** Failure to return the completed budget by the deadline will result in the County Manager's Office completing your budget.*

*The first Budget workshop will be held on **MARCH 11, 2026** at the Harding County Courthouse at 9:00 am.*

IT IS MANDATED THAT EACH DEPARTMENT HEAD OR REPRESENTATIVE FOR THE DEPARTMENT BE PRESENT AT THIS FIRST BUDGET WORKSHOP.

The purpose of this mandated workshop is to ensure that all Department Heads understand and comply with Budget revenue & expenditure procedures, once the budget is implemented.

Your attention and cooperation to this matter will be greatly appreciated.

If you have any questions, please stop by the County Managers Office at 575.673.2927 OR Finance Directors office at 575.673.0100.

HARDING COUNTY
2026-2027 BUDGET CALENDAR

Task	Timing	Responsibility
1. Set up budget format for each fund, department, division, and account.	January 2026	County Manager/Finance Director
2. Compare total actual expenditures from previous fiscal years to establish total expenditures and revenue for current fiscal year.	January 2026	County Manager/Finance Director
3. Send instructions and Department Work Sheets to Dept. Heads.	February 2026	County Manager/Finance Director
Return Budget Worksheets	NO LATER THAN MARCH 1, 2026	Department Supervisors
4. Courthouse PUBLIC BUDGET HEARINGS	<u>PUBLIC BUDGET REQUESTS</u> MARCH 11, 2026 - 9:00 AM APRIL 8, 2026 - 9:00 AM (FINAL REQUESTS)	Governing Body; County Manager; Finance Director; Department Heads; Public
5. Courthouse DEPT. BUDGET WORKSHOPS Wages & Salaries are to be discussed at the 1 st Budget Workshop Wages & Salaries are to be set at the 2 nd Budget Workshop and Approved at the following Commission Meeting	<u>BUDGET WORKSHOPS</u> MARCH 11, 2026 APRIL 8, 2026 (FINAL CHANGES FOR INTERIM) (Budget workshops will immediately follow Public Requests)	Governing Body; County Manager; Finance Director; Department Heads; Public
6. Regular Commission Meetings	MAY 14, 2026 (Approve Interim Budget) SUBMIT INTERIM BUDGET TO LGBMS NO LATER THAN JUNE 1, 2026 DFA Approves Interim by July 1, 2026	County Manager/Finance Director
7. Regular Commission Meetings 8. Regular Commission Meetings	JUNE 11, 2026 (Review Final Budget) JULY 9, 2026 (Approval Final Budget) SUBMIT FINAL BUDGET TO LGBMS NO LATER THAN JULY 31, 2026 DFA Approves Final by Sept 5, 2026	County Manager/Finance Director
9. Load FY 26 Budget into Triadic	After DFA Approves Final Budget	County Manager/Finance Director/Treasurer

APPROVED BY THE HARDING COUNTY BOARD OF COMMISSIONERS ON **JANUARY 9, 2025**