

Harlingen CISD

FY 2026–2027 Department Budget Checklist

Please use the checklist below to ensure your department budget submission is complete and accurate.

☐ **1. Review Prior-Year Budget**

Review the **Historical Data** tab to reference the prior year's budget (FY 2025–2026).

☐ **2. Meet With Department Staff**

Meet with your department staff to gather requested budget items and discuss planning needs for FY 2026–2027.

☐ **3. Enter Requested Budget**

Enter your requested FY 2026–2027 budget in the **26–27 Data Input** tab.

- List any new accounts in the 26-27 Data Input tab in the blank yellow highlighted spaces.
- Highlight new accounts in yellow.

☐ **4. Verify Budget Totals**

Confirm that the total requested FY 2026–2027 budget equals the prior year's total budget, unless otherwise approved.

☐ **5. Complete Payroll Fiscal Form**

Complete the **Payroll Fiscal Form** tab, ensuring all extra duty information is entered and accurate.

☐ **6. Save Your 26-27 Budget File**

Save the completed Excel workbook on your computer for your records.

☐ **7. Submit by the Deadline**

Submit the [26-27 Budget Completion Form](#) no later than:  **March 13, 2026**