

**Kenneth Liggett, County Judge
CLAY COUNTY, TEXAS**

**Clay County Courthouse Annex
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Henrietta, Texas 76365**

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September 10, 2018

TO: ELECTED OFFICIALS AND OFFICE PERSONNEL

**FROM: COUNTY BUDGET OFFICER, KENNETH LIGGETT
CLAY COUNTY COMMISSIONERS' COURT**

**SUBJECT: FISCAL YEAR 2018 PROPOSED BUDGET EXPENDITURES
AND PROPOSED SALARY/BENEFITS**

Attached, please find a copy of the proposed budget expenditures and proposed salary/benefits, for your office for the fiscal year 2019.

We are asking that you review your proposed budget expenditures and salary/benefits, and that you will strive to only spend if necessary and be cost efficient as well. If all offices try to consolidate orders when possible, we can cut spending to some extent. This is the only way we are going to be able to continue building our operating balances, and if you have any other suggestions, we would like to hear about them.

If you have any questions, or need any further information, about your enclosed proposed budget expenditures, and/or proposed salary/benefits, please give us a call.

Thank you,



KENNETH LIGGETT, COUNTY JUDGE