

## **County Extension District Budget Amendment Process Check List**

- \_\_\_\_\_ CEED reviews amendment procedure with the Council.
- \_\_\_\_\_ CEED reads Iowa Department of Management (IDOM) Amendment Instructions.
- \_\_\_\_\_ CEED and staff make an estimate of the needed budget increase using the county's IDOM Budgeting Forms the next fiscal year.
- \_\_\_\_\_ CEED prints IDOM Form 653-A Misc (Notice of Public Hearing—Amendment of Current Budget).
- \_\_\_\_\_ Council set up an amendment committee.

### **Amendment Committee Meeting**

- \_\_\_\_\_ Amendment committee approves a tentative increased budget.
- \_\_\_\_\_ Staff sends one copy of the revised CB-2 to your AEED for review.

### **Council Meeting (May 15 at the latest)**

- \_\_\_\_\_ Council review amendment committee's report.
- \_\_\_\_\_ Council approve amendment estimate (a quorum is necessary).
- \_\_\_\_\_ Council set date, time and place of public hearing (See Amendment Motions for wording).
- \_\_\_\_\_ Staff complete IDOM Form 653-A Misc for publishing and send copy to AEED.

### **Staff task prior to May 15**

- \_\_\_\_\_ Publication of Notice of Public Hearing—Amendment of Current Budget (IDOM Form 653-A Misc).

### **Council Meeting on or before May 31 (See Public Hearing Script)**

- \_\_\_\_\_ Public hearing as a part of the meeting of the Council. (A quorum is necessary).
- \_\_\_\_\_ Conduct hearing.
- \_\_\_\_\_ Motion to approve amendment to budget (See Amendment Motions for wording).
- \_\_\_\_\_ Staff completes IDOM Form 653-A Misc and obtains signature of the Council Secretary.

### **Staff task ASAP Following Budget Hearing**

- \_\_\_\_\_ Certify the budget amendment with your County Auditor by filing two copies of IDOM Form 653-A Misc and an affidavit of publication.
- \_\_\_\_\_ Send a copy of the amendment proceeding (Form 653A-Miscellaneous) to the Iowa Department of Management, Local Government Division, State Capitol Building, Des Moines, IA 50319. **This is different from the budget process.**
- \_\_\_\_\_ Send one copy of IDOM Form 653-A Misc and two copies of approved Budget Amendment Summary (CB-2) to your to AEED.
- \_\_\_\_\_ File all forms and documents used in the Amendment Process with your records of the Correct Fiscal Year Budgeting Process.
  1. Communication with the Amendment Committee.
  2. Worksheets and Records of Committee discussion (minutes).
  3. Approved Budget Amendment Summary (CB-2) with supporting forms.
  4. Signed original of IDOM Form 653-A Misc.
  5. Affidavit of publication.