

IDOM Form 653A Miscellaneous - Instructions

NOTICE OF PUBLIC HEARING -- AMENDMENT OF CURRENT BUDGET

The top of the form is the part that gets published. It can be collapsed for publishing. Some questions related to filling in the blanks on the form have come up in the past:

- Board = Extension Council
- Municipality = Agricultural Extension District
- The Fund = Education Fund (The legal title for our Education Operating Fund.)
- The \$_____ amounts refer to Budgeted Expenditures, not Total Requirements or Tax Request (See Form 674-A Attachment 1, Column B Expenditures, line 61).
- Reason for increases. Examples = Unexpected programming expenses or Increased equipment expenses, etc.

Copies of completed and signed Form 653A Miscellaneous need to be sent to:

1. Your County Auditor with proof of publication.
2. Iowa Department of Management. (Address in the instructions)
3. Your Area Director.
4. Keep in your permanent records with proof of publication and supporting documentation (Form 674A Attachment 1).

In case you are in a hurry, the fastest this process can be done is:

- Council Chair calls a meeting (24-hour minimum Public Notice required)
- Council sets budget & hearing date (Published not less than 10 days before)
- Council does hearing and approves new budget (12 days total minimum)
- Secretary signs official document for filing.

The State Auditors will be interested in the amount of your expenditures related to the date of your budget amendment. In the Instructions it says, "The amendment must be effective before any of the expenditure amounts are exceeded." In other words, your expense total on any date cannot exceed your published and approved budget amount effective on that date.