

# Steps to Completing Fiscal Year 2022 Extension District Budget Process

1. Using the A&A account instructions, identify the recommended two people in each county with IDOM access (a regional director should be one of those two people). Working with the county employee, the regional director must create an A&A Account before contacting Carrie Johnson. Carrie will need the name, county, A&A Account ID, and email address. (Gene.Mohling@iowaid is a sample of an A&A Account ID).
2. Update Microsoft Dynamics GP access. Remove employees no longer with the district by sending those deletions to Meri Skala ([mskala@iastate.edu](mailto:mskala@iastate.edu)) or Tiffany Magstadt ([tajeanes@iastate.edu](mailto:tajeanes@iastate.edu)).
3. Update Microsoft Dynamics GP access by adding new hires that need GP access by sending those names, counties and email addresses to Meri Skala ([mskala@iastate.edu](mailto:mskala@iastate.edu)) or Tiffany Magstadt ([tajeanes@iastate.edu](mailto:tajeanes@iastate.edu)).
4. Using the Microsoft Dynamics GP budget planning instructions, download the FY22 budget-planning template for each of your counties. The template will have FY18, FY19, FY20 actuals and FY21 estimates in the template.
5. Using the budget template, host your discussions with staff to generate a FY22 “Working Budget” draft.
6. Input budget information into IDOM forms, but DO NOT propose it at this point. Once the council approves the draft, with or without modifications and you have added those changes to the IDOM site, you may propose the FY22 budget. The council at the same time will set the public hearing date, time and location.
7. Proposing the budget will generate an email sent to individuals with IDOM access in the respective county. The email will provide the Public Hearing Notice. Prior to newspaper submission for publishing, confirm format and publication rates. Upon confirmation, submit the Public Hearing Notice to the local newspaper for publication within the 10-20 day window before the hearing (use the [Publication Days Calculator under Budget Tools](#)). DO NOT count the public hearing date as one of the 10 – 20 days. When you send the public hearing notice to the newspaper, CALL THEM to confirm they are in receipt of the notice.
8. After the public hearing, remember to adopt the budget in IDOM. You will need the date of the hearing and date of public hearing notice publication to complete the step.
9. File the proof of public hearing notice, the signed IDOM Adopted Budget & Certificate of Taxes form along with copies of the other IDOM forms found on line, [proof of bonding, and the organizational minutes with the certificate of organization](#) with the auditor’s office in your county. Have them stamp copies as proof they have been filed with their office.