

## AMENDMENT INSTRUCTIONS

If during the year, expenditures are expected to exceed the adopted budgeted amounts for any fund, the budget must be amended in accordance with Code of Iowa section 24.9.

**The amendment must be effective before any of the expenditure amounts are exceeded.**

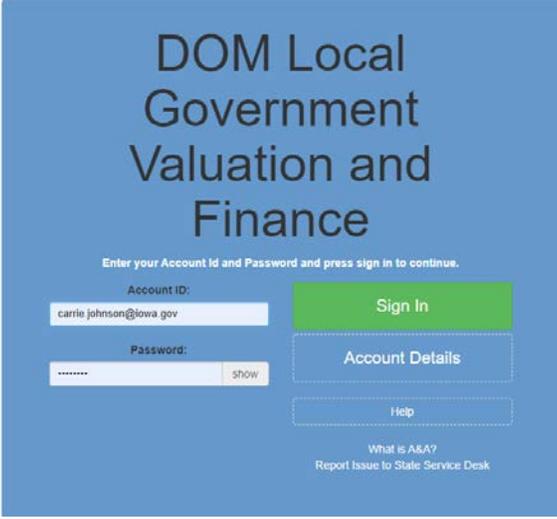
Budget amendments require the same 10 to 20 day notice and hearing procedures as required for the adoption of the original budget. Budget amendments are subject to protest. An amendment of a budget after May 31, which is properly protested but without adequate time for hearing and decision on the protest by June 30, is void. An amendment adopted before June 30 that is not protested is valid.

You will amend your budget using the same online system you used to complete your budget. Go to the DOM web site <https://dom.iowa.gov/> and navigate to the page you use to log into the system for your particular budget type.

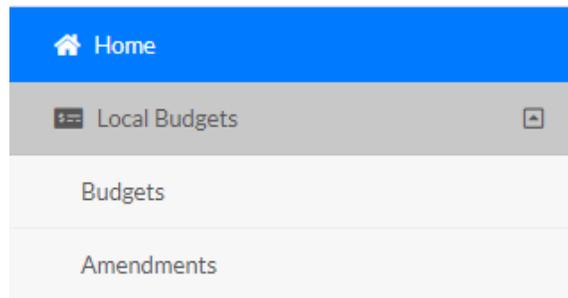
Click the “Submit Budget” button



You will be prompted to log into the system using your

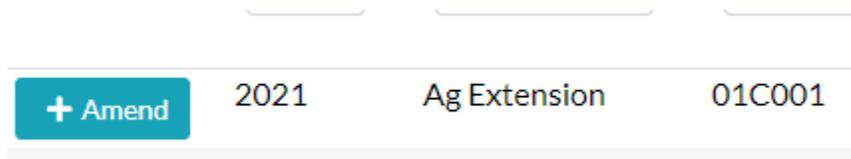
A screenshot of the login page for the DOM Local Government Valuation and Finance system. The page has a blue background with white text. At the top, it says "DOM Local Government Valuation and Finance". Below that, it says "Enter your Account Id and Password and press sign in to continue." There are two input fields: "Account ID:" with the text "carlie.johnson@iowa.gov" and "Password:" with a masked password "\*\*\*\*\*" and a "show" button. To the right of the input fields is a green "Sign In" button. Below the "Sign In" button are two buttons: "Account Details" and "Help". At the bottom, there is a link "What is AAA?" and "Report Issue to State Service Desk".

On the left you will see Budgets and Amendments. Once you start or complete an amendment, it will show up if you select “Amendments”. If this is the first time you need to amend your budget, you will need to select “Budgets”.



When you select Budgets, you will see your budget displayed on the main part of the screen. You can begin the amendment process one of two ways.

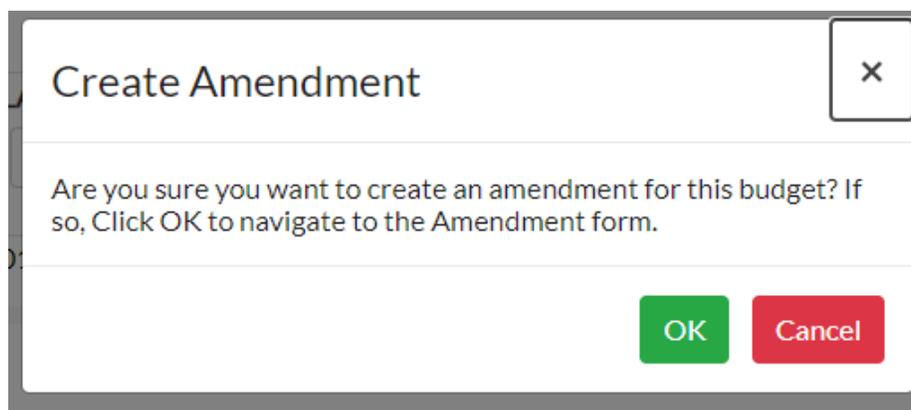
- 1) From this screen, you can select the “Amend” button to generate an amendment form.



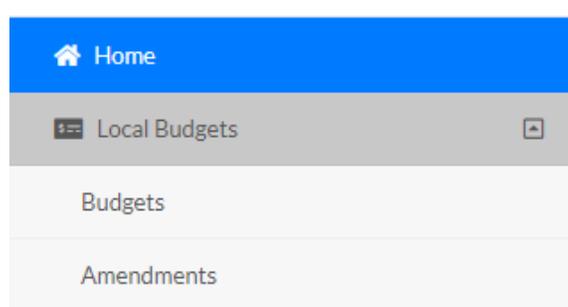
- 2) You can also enter the budget by selecting “Edit” and then choose “Amend” at the top.



Once clicking “Amend” you will see the following message:



Once you have started an amendment, it will display if you select “Amendments” on the left hand navigation.



The amendment form will generate for you and the system will direct you there automatically. You enter data into **BLUE** cells.

- The form will display your adopted budgeted expenditures (or amended budget if you had already completed an amendment this fiscal year) by fund in the **first** column.
- The **second** column is where you will enter the amount/s you need to increase by fund.
- The **third** column will sum for you and display your budgeted expenditures after amendment.
- The **final** column is where you must enter the reason/s for the increase.

PROPOSED EXPENDITURE SUMMARY

Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
396,608	1,000	397,608	Undertaking a new project.
0		0	
3,000		3,000	
399,608	1,000	400,608	

Be sure to “Save” progress and “Check Errors”.

Once you are done working in your amendment and you know your publication intentions, select “Propose/Publish” on the top left.



Enter the time, date and place of your meeting and click “Propose”.

Propose/Publish Amendment ×

**Prior Hearing Date/Time**

**Meeting Location (\*)**  
  
 OR  
 Join Zoom Meeting

**Contact Person (\*)**

**Contact Phone (\*)**

Cancel
Propose

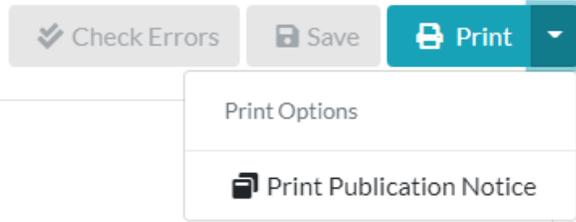
The system will then export a PDF file to save on your machine.

**File name:**

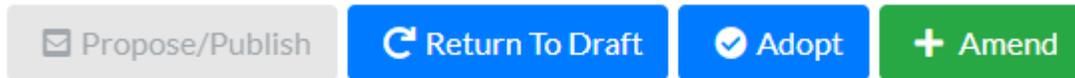
**Save as type:**

ADAIR COUNTY AG EXTENSION Fiscal Year July 1, 2020 - June 30, 2021				
The ADAIR COUNTY AG EXTENSION will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2021				
<b>Meeting Date/Time:</b> 10/16/2020 09:00 AM	<b>Contact:</b> Jane Doe	<b>Phone:</b> (555) 555-1212		
<b>Meeting Location:</b> 123 Main Street, Adair, IA 50023 OR Join Zoom Meeting https://us04web.zoom.us/j/74506418870?pwd=d2oyUE5UNCsrZFh0WkhOdHV3Z1pUdz09 Meeting ID: 745 0641 8870 Passcode: Gs4HXt				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.				
EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
County Agricultural Extension Education	396,608	1,000	397,608	Undertaking a new project.
Unemployment Compensation	0	0	0	
Tort Liability	3,000	0	3,000	
<b>Total</b>	<b>399,608</b>	<b>1,000</b>	<b>400,608</b>	

You can also generate the hearing notice if you go to “Print” in the top right and select Print Publication Notice.



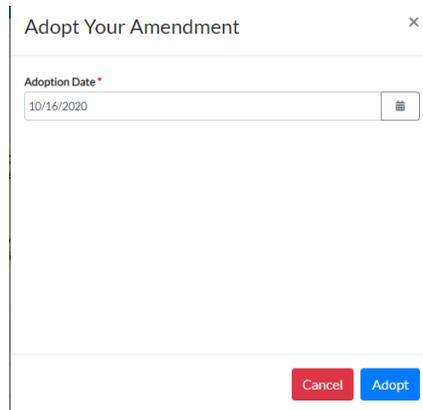
If you have already Proposed the amendment, if needed, you can “Return to Draft” at the top of the screen if you need to reduce expenditures further or make any other changes before adoption.



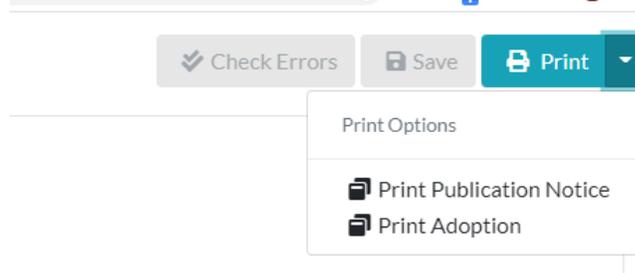
Submit your notice of public hearing to your paper. You must provide notice not less than 10, no more than 20 days prior to the date of your public hearing on the amendment, just as you did with the budget.

When your governing body has approved the budget amendment, select “Adopt” at the top.

Enter the date your governing body approved the amendment and select “Adopt”



Go to the top right and from “Print” select “Adoption”

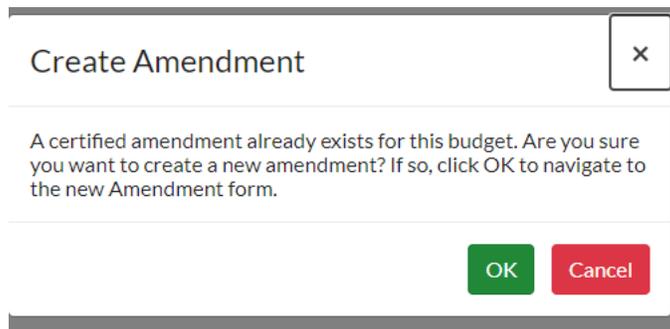


File an original of the signed Adoption page and proof of publication with the County Auditor. The County Auditor will certify your amendment via the same online system used to complete the amendment. DOM will access the amendment through the online system. **You do not need to submit any documentation to DOM, only to your County Auditor.**

Once your County Auditor has certified your amendment on the online system, if you log into the system and pull up your amendment, you will see your status changed to "Certified".

Status
<input type="text"/>
Certified

If you need to complete a subsequent amendment later in the fiscal year after your first amendment has been approved, log back into the system and bring up your Amendment and select "Amend" again. You will get the following message:



The system will number your amendments and pull the information forward for each subsequent amendment.

Fiscal Year 1	#
<input type="text"/>	
2021	1
2021	2

Inquiries concerning budgeting procedures may be directed to your county auditor or to the DOM staff member who works with your budget type.