

COUNTY AMENDMENT INSTRUCTIONS

A budget will have to be amended if there is to be any increase in the total for any one of the 10 major classes of expenditures listed on the adopted budget summary. The 10 classes are: PUBLIC SAFETY & LEGAL SERVICES; PHYSICAL HEALTH & SOCIAL SERVICES; MENTAL HEALTH, INTELLECTUAL DISABILITIES & DEVELOPMENTAL DISABILITIES; COUNTY ENVIRONMENT & EDUCATION; ROADS & TRANSPORTATION; GOVERNMENTAL SERVICES TO RESIDENTS; ADMINISTRATION; NONPROGRAM CURRENT EXPENDITURES; LONG-TERM DEBT SERVICE; AND CAPITAL PROJECTS.

An amendment must be effective BEFORE exceeding expenditures in any of the class amounts on the adopted budget summary.

Publication requirements are the same as for the annual budget: not less than 10 days nor more than 20 days BEFORE the date set for public hearing.

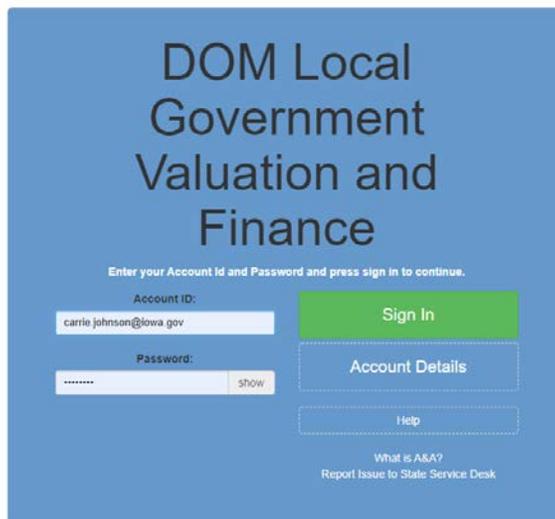
Budget amendments are subject to protest. An amendment of a budget after May 31, which is properly protested but without adequate time for hearing and decision on the protest by June 30, is void. An amendment adopted before June 30 that is not protested is valid.

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.

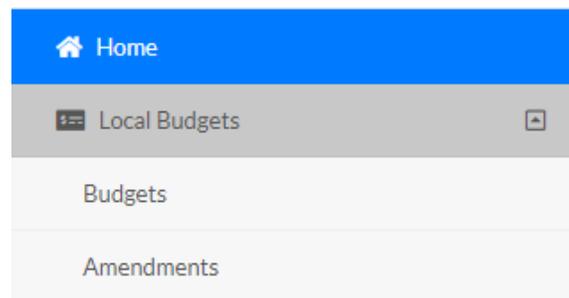
Click the “Submit Budget” button



You will be prompted to log into the system using your Enterprise A&A Account ID

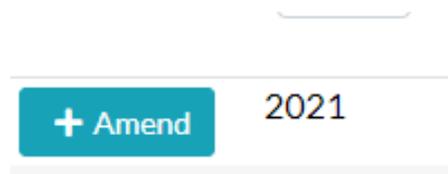
A screenshot of the login page for the DOM Local Government Valuation and Finance system. The page has a blue background. At the top, it says "DOM Local Government Valuation and Finance". Below that, it says "Enter your Account Id and Password and press sign in to continue." There are two input fields: "Account ID:" with the text "carrie.johnson@iowa.gov" and "Password:" with 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, it says "What is A&A? 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.

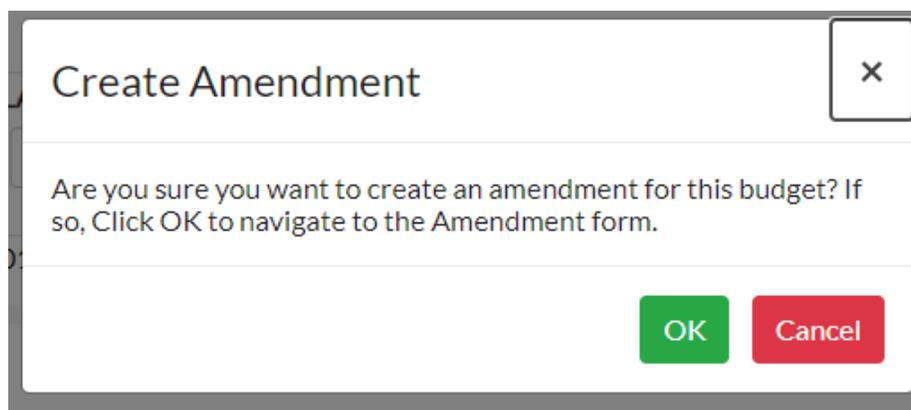
- 1) From this screen, you can select the “Amend” button to generate an amendment form.



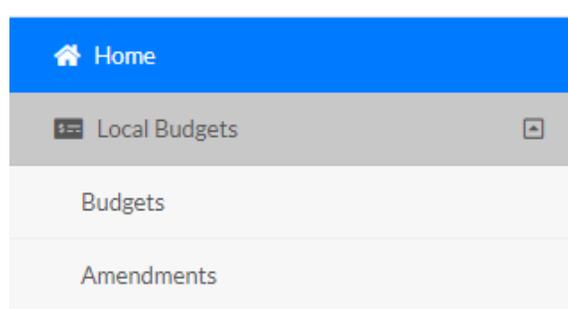
- 2) You can also enter the budget by selecting “Edit” and then choose “Amend” at the top.



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 "Notice of Public Hearing Amendment of Current County Budget" is the form in which all data is entered. The first column displays the original budget or, if an amendment has already been done, it comes from the third column of that previous amendment. This data should be populated for you by the system. The second column is for any changes in either revenues or expenditures. The third column does the math and adds the value in the first column with the second column to arrive at the new revenue amount of total spending authority for a program or programs. To reduce a revenue or expenditure, simply enter a negative value in the second column in the amount you wish to lower that revenue or expenditure.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	9,306,255		9,306,255
Less: Uncollected Delinquent Taxes - Levy Year	2	0		
Less: Credits to Taxpayers	3	541,000		541,000
Net Current Property Tax	4	8,765,255	0	8,765,255
Delinquent Property Tax Revenue	5	0		
Penalties, Interest & Costs on Taxes	6	12,000		12,000
Other County Taxes/TIF Tax Revenues	7	1,439,307		1,439,307
Intergovernmental	8	5,307,146		5,307,146

You must enter an explanation of the amendment at the bottom of the form.

Explanation of changes:

|

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

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



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

Propose/Publish Amendment x

Prior Hearing Date/Time
 ✎

Meeting Location (*)

 OR
 Join Zoom Meeting
[https://us04web.zoom.us/j/74506418870?](https://us04web.zoom.us/j/74506418870?pwd=d2oyUE5UNCsrZFh0WkhOdHV3Z1pUdz09)
[pwd=d2oyUE5UNCsrZFh0WkhOdHV3Z1pUdz09](https://us04web.zoom.us/j/74506418870?pwd=d2oyUE5UNCsrZFh0WkhOdHV3Z1pUdz09)

Contact Person (*)

Contact Phone (*)

Cancel
Propose

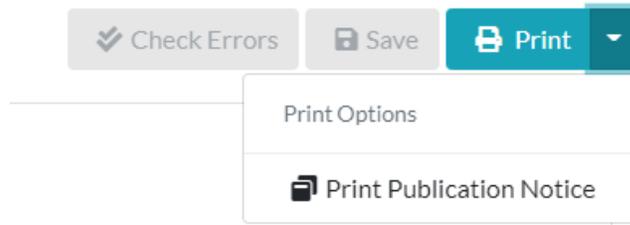
The system will then export a PDF file to save on your machine to provide to the papers.

File name:

Save as type:

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
APPANOOSE COUNTY				
Fiscal Year July 1, 2020 - June 30, 2021				
The APPANOOSE COUNTY will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2021				
Meeting Date/Time: 10/9/2020 12:00 PM	Contact: test user	Phone: (123) 456-7890 ext: 1111		
Meeting Location: test location				
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.				
REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	4,719,662	10	4,719,672
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Less: Credits to Taxpayers	3	392,472	0	392,472
Net Current Property Tax	4	4,327,190	10	4,327,200
Delinquent Property Tax Revenue	5	0	10	10
Penalties, Interest & Costs on Taxes	6	6,000	10	6,010
Other County Taxes/TIF Tax Revenues	7	1,160,215	10	1,160,225
Intergovernmental	8	4,337,437	10	4,337,447

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



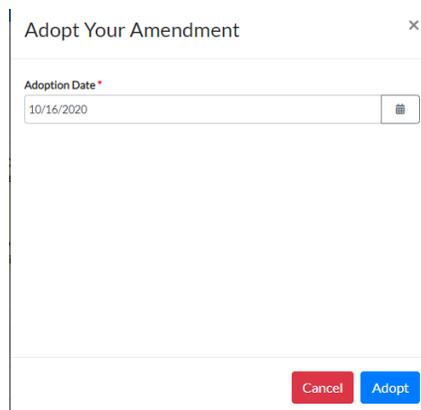
If you have already Proposed the amendment, if needed, you can “Return to Draft” at the top of the screen if you need to reduce expenditures further or make any other changes before adoption.



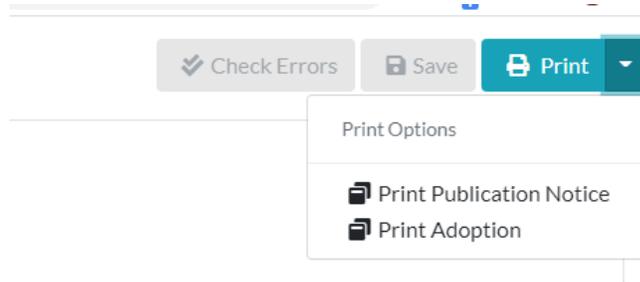
Submit your notice of public hearing to your paper. You must provide notice not less than 10, no more than 20 days prior to the date of your public hearing on the amendment, just as you did with the budget.

When your Board of Supervisors has approved the budget amendment, select “Adopt” at the top.

Enter the date your Board of Supervisors approved the amendment and select “Adopt”



The system will generate your Adoption or at any time, you can go to the top right and from “Print” select “Adoption”



RECORD OF HEARING AND ADOPTION OF BUDGET AMENDMENT APPANOOSE COUNTY				
Fiscal Year July 1, 2020 - June 30, 2021				
APPANOOSE COUNTY conducted a public hearing for the propose of amending the current budget for the fiscal year ending June 30, 2021				
Meeting Date:	Meeting Time:	Meeting Location:		
10/9/2020	12:00 PM	test location		
The governing body of the APPANOOSE COUNTY met with a quorum present and found that the notice of time and place of the hearing had been published as required by law and that the affidavit of publication is on file with the county auditor. After hearing public comment the governing body took up the amendment to the budget for final consideration and determined that said budgeted expenditures be amended as follows:				
REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	4,719,662	10	4,719,672
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Less: Credits to Taxpayers	3	392,472	0	392,472
Net Current Property Tax	4	4,327,190	10	4,327,200

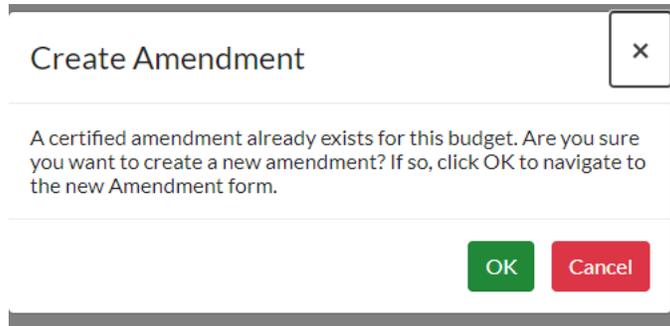
File an original of the signed Adoption page and proof of publication with the County Auditor. The County Auditor will certify your amendment via the same online system used to complete the amendment. DOM will access the amendment through the online system. **You do not need to submit any documentation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

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 budget amendments can be directed to Carrie Johnson at Department of Management at 515-281-5598 or carrie.johnson@iowa.gov.