



Office of Management & Budget

Amendment Checklist

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Library:	Amendments & Resolutions	X	Budget Prep		CIP	
	Grants		Monthly Activities		Op AP	
	Software: Granicus		Software: Hyperion		Software: OBIEE	
	Software: SharePoint		Software: Other			
Approver:			Status:		Draft	Final
File name:		Amendments_Checklist				
Revision Details: Updated to reflect changes in the amendment review due to Granicus implementation.						

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SUMMARY:

Budget Amendment Checklist

CHECKLIST:

NA

PROCEDURES:

This checklist should be used by analysts and managers in reviewing Budget Amendments and Resolutions.

NOTES:

NA

RELATED DOCUMENTS:

Budget Amendment Process

ADDITIONAL RESOURCES (OPTIONAL):

NA



ANALYST & MANAGER CHECKLIST FOR PREPARATION OF AMENDMENTS AND RESOLUTIONS

Begin by determining the overall purpose of the request and the type of action (amendment, resolution) required. Run the appropriate OPUS reports for the accounts to be modified. Then review the department's explanation for its logic and thoroughness. Some of the questions to be considered are:

	Analyst
Is an action really required to allow expenditures within budgetary levels of control? (not relevant for Advisory Amendments)	Yes
Are there better methods available to correct the situation?	No
Is the proposed action consistent with your knowledge of County policies and the department's plans as presented to the BCC?	Yes
Does the explanation adequately justify the proposed action?	Yes
Does the department need to provide additional information to explain the request? If so, ask the department for the information, being as specific as possible.	No
Does the request anticipate future potential needs? If not, should it be revised to provide for the additional changes?	Yes
Are the accounts identified the appropriate ones for this action?	Yes
Have all of the consequences of the requested action been considered and addressed?	Yes

Technical considerations:	Analyst	Mgr
The Amendment Request Form on the OMB intranet page must be completed and submitted (by the dept. or by OMB analyst).	Yes	
Double check spelling and grammar.	Yes	
Use complete sentences.	Yes	
Follow Granicus style guidelines for dates, etc for <u>staff reports and resolutions</u> .	Yes	
Follow OMB style guidelines for dates, etc for <u>amendment spreadsheets</u> .	Yes	
Double check fund and other names.	Yes	
Check amounts vs. the original request (if they have changed, make sure background information explains why).	Yes	
Double check fund, center, program, (project), and account numbers vs. the OPUS reports.	Yes	
All amounts modifying the budget should be rounded to the nearest \$10.	Yes	
Dollar amounts should be formatted with commas and no decimal places.	Yes	
Manually verify addition and subtraction to ensure that the formulas are working properly.	Yes	
Include the language regarding consistency with estimates provided during budget development if applicable.	Yes	

SUPPORTING INFORMATION TO INCLUDE

For all requests:	Analyst	Mgr
The original budget Amendment Request Form submitted by the department.	Yes	
BE&E report(s) reflecting fund, center, program, and account. (Listed in PIN GL Inquiry as BCC B E&E {fund #} by Program) Use Adobe format.	Yes	
BE&E Budgetary Control Level report(s) for the relevant centers (Listed in PIN GL Inquiry as BCC B E&E Bgt Ctrl {fund #s}). Use Adobe format.	Yes	
Revenue report(s) reflecting fund, center, program, and account, and project if applicable. (Listed in PIN GL Inquiry as BCC Revenue by Prog/Proj) Use Adobe format.	Yes	
For actions following submittal of budget requests, Hyperion and/or OBIEE reports from budget development to support the statement regarding consistency with current year estimates.	Yes	
Analyst notes – additional narrative to help explain the proposed action in greater detail than the amendment/resolution description. This additional narrative will help orient the reviewers to the supporting information.	Yes	
Spreadsheets, reports, or other explanatory materials necessary to explain the recommended action.	Yes	
Prior Board resolutions/amendments if necessary to understand the recommended action.	Yes	
E-mails or other correspondence if applicable.	n/a	
All statements in the description should be verifiable through the analyst notes, reports, spreadsheets, or other supporting information.	Yes	

These should be combined into one PDF

Additional Requirements For Resolutions:	Analyst	Mgr
Verify that the statutory reference(s) are correct for the action being recommended.	Yes	
For Public Hearings, make sure that the "Whereas" clause confirming the date of the advertisement is included on the Resolution form.	Yes	
For carry-forward resolutions, include both the prior year and current year reports; be sure to print the reports on the same day to ensure consistent information on encumbrances and other postings.	n/a	

Manager Review - Additional Considerations	Mgr
Review the request from the point of view of an external stakeholder (Commissioner or member of the public).	
Are the reasons for the request clear and logical?	
Review the request for consistency with OMB practices.	
Is the request in the appropriate format (amendment vs. resolution)?	
Are the accounts appropriate for the requested action?	