Office of Management & Budget

Amendment Checklist

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Library:	Amendments & Resolutions	X Budget Prep	CIP	General Ledger	General Office Procedures
	Grants	Monthly Activities	Op AP	Year End	Software: BDA
	Software: Granicus	Software: Hyperion	Software: OBIEE	Software: OPUS	Software: PA
	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

x

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).	NA	NA
• Double check spelling and grammar.	AWB	JHL
• Use complete sentences.	AWB	JHL
• Follow Granicus style guidelines for dates, etc for staff reports and resolutions.	AWB	JHL
• Follow OMB style guidelines for dates, etc for amendment spreadsheets.	AWB	JHL
• Double check fund and other names.	AWB	JHL
• Check amounts vs. the original request (if they have changed, make sure background information explains why).	AWB	JHL
• Double check fund, center, program, (project), and account numbers vs. the OPUS reports.	AWB	JHL
• All amounts modifying the budget should be rounded to the nearest $10.	AWB	JHL
• Dollar amounts should be formatted with commas and no decimal places.	AWB	JHL
• Manually verify addition and subtraction to ensure that the formulas are working properly.	AWB	JHL
• Include the language regarding consistency with estimates provided during budget development if applicable.	AWB	JHL

SUPPORTING INFORMATION TO INCLUDE

For all requests:

	Analyst	Mgr
• The original budget Amendment Request Form submitted by the department.	N/A	N/A
• 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.	AWB	JHL
• 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.	AWB	JHL
• 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.	AWB	JHL
• 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.	AWB	JHL
• 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.	AWB	JHL
• Spreadsheets, reports, or other explanatory materials necessary to explain the recommended action.	AWB	JHL
• Prior Board resolutions/amendments if necessary to understand the recommended action.	N/A	N/A
• E-mails or other correspondence if applicable.	N/A	N/A
• All statements in the description should be verifiable through the analyst notes, reports, spreadsheets, or other supporting information.	AWB	JHL

(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.	AWB	JHL
• For Public Hearings, make sure that the "Whereas" clause confirming the date of the advertisement is included on the Resolution form.	AWB	JHL
• 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	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).	JHL
• Are the reasons for the request clear and logical?	JHL
• Review the request for consistency with OMB practices.	JHL
• Is the request in the appropriate format (amendment vs. resolution)?	JHL
• Are the accounts appropriate for the requested action?	JHL