

FY 10 Budget Amendment (Funding) Number 10 - XX

Approval Type <input type="radio"/> Legislative <input checked="" type="radio"/> Administrative		Amendment Type <input checked="" type="radio"/> Transfer <input type="radio"/> Changes Size of Co. Budget	
Authorized Positions Amendment Prepared <input type="radio"/> Yes <input checked="" type="radio"/> No		CIP Change <input type="radio"/> Yes <input checked="" type="radio"/> No	
Date:		ID No. of Authorized Positions Amendment: n/a	
Requesting Dept:		Contact:	
Purpose of Amendment:			

Changes in Sources						
Fund		Function		Department	Object Account	Amount
No.	Name	No.	Name	No.	Name	
						Total: \$ -
Impact:						

Changes in Uses						
Fund		Function		Department	Object Account	Amount
No.	Name	No.	Name	No.	Name	
						Total: \$ -
Impact:						

Approvals (Initials/Date)

BOS (date only): _____ OMB: _____ Trans. Out Dept: _____
 CAO: _____ FIN: _____ Trans In Dept: _____

ADMINISTRATIVE BUDGET AMENDMENT - FUNDING

Header: Obtain the Budget Amendment number from the Office of Management & Budget (OMB). Don't include the language "Resolution Adopting"

Approval Type: Choose "Administrative"

Amendment Type: Choose the appropriate type. (Transfer=moving current funds around, Changes Size of County Budget=getting additional or losing current funds (e.g.

Authorized Positions Amendment Prepared: Indicate whether a corresponding position budget amendment has been prepared

ID No. of Authorized Positions Amendment: Indicate the number of the corresponding position budget amendment, if there is none put N/A.

CIP Change: Indicate whether this amendment changes any Capital Improvement projects (CIP). If it does, please contact OMB to see if a Project Revision form is needed.

Date: Indicate the date of preparation

Contact: Please list the person to contact with questions

Purpose of Amendment: Explain the purpose of the amendment (see sample for language)

Changes in Sources: Complete all information (including object account). Increases are (NEGATIVE) and decreases are POSITIVE In the Impact section, explain the

Changes in Uses: Complete all sections (including object account). Increases are POSITIVE and decreases are (NEGATIVE) In the Impact section, explain the impact

General: This form should be prepared using Microsoft Excel.

Please use the Excel sum formula for the Totals.

Changes in Sources and Changes in Uses should combine to equal zero -or- if only either Sources or Uses is changing - it should individually add up to zero.

To transfer EXISTING budget authority between Personnel, Supplies & Services, and/or Capital Outlay object accounts

in the same fund, only the Changes in Uses section is used.

If more than 1 page is needed, please put Page 1 of x & Page 2 of x, etc. at the bottom of the applicable pages.

Obtain the initials and dates for the Trans. Out Dept and Trans in Dept and send the form to OMB.

Refer to BOS Resolution No. 06-35 for the policy on Legislative vs. Administrative approval:

http://www.co.yuma.az.us/admin/PDF/POL-BudAdmin_PostnCntrl_061206.pdf

Grant Management Policy Link:

<http://www.co.yuma.az.us/admin/PDF/POL-GrantMgmt.pdf>

Administrative Procedures Link:

<http://www.co.yuma.az.us/admin/PDF/AdminProc-BudAuthorityChanges.pdf>