# Budmod Checks

- ☐ Budmod balances (revenues match expenses, generally at the cost object level for non-General Fund)
- ☐ Reductions don't create a negative budget at the cost object-ledger-supplier level in the total Revised budget
- ☐ Supplier and description fields are filled out for any contractual services (GL 60150, 60155, 60160, or 60170)
- ☐ Division field is filled out
- ☐ Changes in internal services/service reimbursements have corresponding revenue/expense entries (see Internal Service Offset Entries sheet for assistance)
- ☐ If a grant's personnel budget is changed, indirect is included.
    - ☐ 60350 expense has corresponding 50310 and 60470 (plus departmental expense) lines filled out (see Internal Service Offset Entries sheet for assistance)
    - ☐ Spend/Revenue category is filled out in 50310 and 60350 lines for departmental and central indirect
    - ☐ If there is an indirect cap, the limit is entered into the description field in the 60350 lines, and Central indirect is kept whole.
- ☐ If there are positions in the budmod:
    - ☐ Position Start Date field is filled out
    - ☐ Reductions don't create any negative FTE balances at the cost object-position level
    - ☐ After the budmod, all positions are still allocated either 100% or 0%
- ☐ In APR, acronyms are spelled out the first time used
- ☐ In APR, all references to FTE or staffing are either referring to Multnomah County employees or *clearly* state that the reference is about staff at County providers (pass through funding).

# Submission Checks:

- ☐ Departmental HR signature (if there are any position changes in the budmod)
- ☐ Central HR signature (if there are new positions or reclassifications)
- ☐ Director or designee's signature
- ☐ Certify all signatures in Questica
- ☐ Presenter information is filled out in Questica
- ☐ Chair's Office has approved any budmods going on regular agenda
- ☐ Schedule time on Board Staff for budmod
- ☐ Request an agenda placeholder from the Board Clerk if a particular date is important
- ☐ Schedule agenda date on presenter's calendar
- ☐ Submit budmod to Budget Office by promoting & emailing (Budget Office requires 3 days to review)
    - ☐ Attach all documentation for revenue increases $100k or more, or for new grant sources
    - ☐ Attach a copy of the NOI for grants
- ☐ After Budget Office approval, Department sends budmod (APR & exp/rev/fte report) to Board Clerk
    - ☐ Validate Central Budget Office signature
    - ☐ Include Board Clerk, Assistant Board Clerk, and Chair's Chief of Staff.  cc: Chair's Policy Advisor in relevant area, Central Budget Office analyst, presenters

- ☐ Present budmod to Board