



Budget Amendment Process – Q&A

1. What is the deadline for a budget amendment request?
 - The Budget Amendment Request is due the Friday before every Commissioner's Court at 5:00 P.M. If the form is submitted after the deadline, it will be processed for the following Commissioners' Court meeting. (e.g. Commissioner's court date: 03/31/2025 –BA Request Deadline for Departments: 03/21/2025)
2. Could you clarify why the deadline was changed?
 - Due to the routing process required to review and approve a budget amendment, both our office and the auditor's office need sufficient time to ensure it reaches the court with accurate information on time.
3. Given that the budget amendment must be submitted by Friday before Commissioner's Court, what is the recommended submission time considering the approval process?
 - There is no specific submission time, as long as it is submitted before the deadline. However, the sooner, the better, as it allows us more time for review.
4. What should we do if we receive an emergency budget amendment after the deadline?
 - If a BA is submitted after the deadline, departments must send a memo to our office explaining why it is imperative to present it in court. Our office will review requests on a case-by-case basis. Please note that the deadline will be strictly enforced.
5. Who should I contact for assistance if I'm unable to create a budget amendment due to an access issue?
 - Submit an IT ticket to verify your security access.
6. Do we still have to submit the Smartsheet form?
 - No, the Smartsheet form is no longer active.
7. Is there a character limit for the description field?
 - No, the more details the better.



8. Do I need a court sponsor, and if so, where do I enter it?
 - Yes, enter a court sponsor in the description field. If there is no court sponsor, the BA will be sent back until one is provided.

9. Do I need to provide quotes? What if there are no attachments?
 - Yes, please submit all available supporting documentation for the budget amendment request. If no documents are available, please attach a memorandum elaborating on the request or contact our office to additional options.

10. Can we confirm that some object codes were merged under Spend Categories? Does the spreadsheet correctly show the current item categorizations?
 - Yes, the expenditure categories spreadsheet will display the previous object code from OneSolution and provide the corresponding new account, spend category, and a description of each spend category for reference.

11. Should we always select the budget transfer option?
 - Yes.

12. What happens if I select budget amendment instead of a budget transfer?
 - If this happens, our office will send it back for correction.

13. If the budget amendment is sent back for corrections, can we make edits directly on the amendment, or will a new one need to be submitted?
 - If the BA is sent back, the department can edit the existing BA, therefore, there is no need to create a new one.

14. What is the name of the task we need to type in the search bar?
 - "Create Budget Amendment for Organization"

15. What should we enter for the amendment date?
 - The commissioner's court date.

16. What should I enter if I don't have a final amount?
 - If the budget amendment is an emergency, please enter an amount as close to the final total as possible. If additional funds are needed later, a second budget amendment can be submitted with the final figures.



17. Will a job aid be available for us to print out for future reference?

- Yes, a job aid is provided to departments. You can also find the job aid link on the Galveston County website under [Professional Services – Finance Division](#).

18. Who can I contact for further assistance?

- If you need assistance with the budget amendment, you can contact our office for support. The Auditor's office is also a great resource for information regarding accounts and spend categories.