



# Budget Amendment Process

## Department of Professional Services





# Budget Amendments Agenda

1. Workday Budget Amendment Basics Overview
2. Budget Amendment Deadline
3. Budget Amendment Process
  - Ledger Account/Summary & Spend Categories
  - Workflow
  - Create Budget Amendment
4. DEMO
5. Q & A



# Budget Amendment Overview

- Budget Transfer: This amendment represents an amendment to the operating budget, which requires Cost Center, Budget manager and Comm Court approval- this entry does not change the adopted budget only transfer between: Ledger Accounts, Cost Centers, Spend Categories.
- Budget Amendment: This amendment represents a change to Operational Budget.
- Receive and File: Amendments in Special Revenue Funds, statute requires Elected official approval



# Budget Amendment Deadline

- 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)
- The deadline may vary for Commissioners' Court meetings outside of the regular schedule.



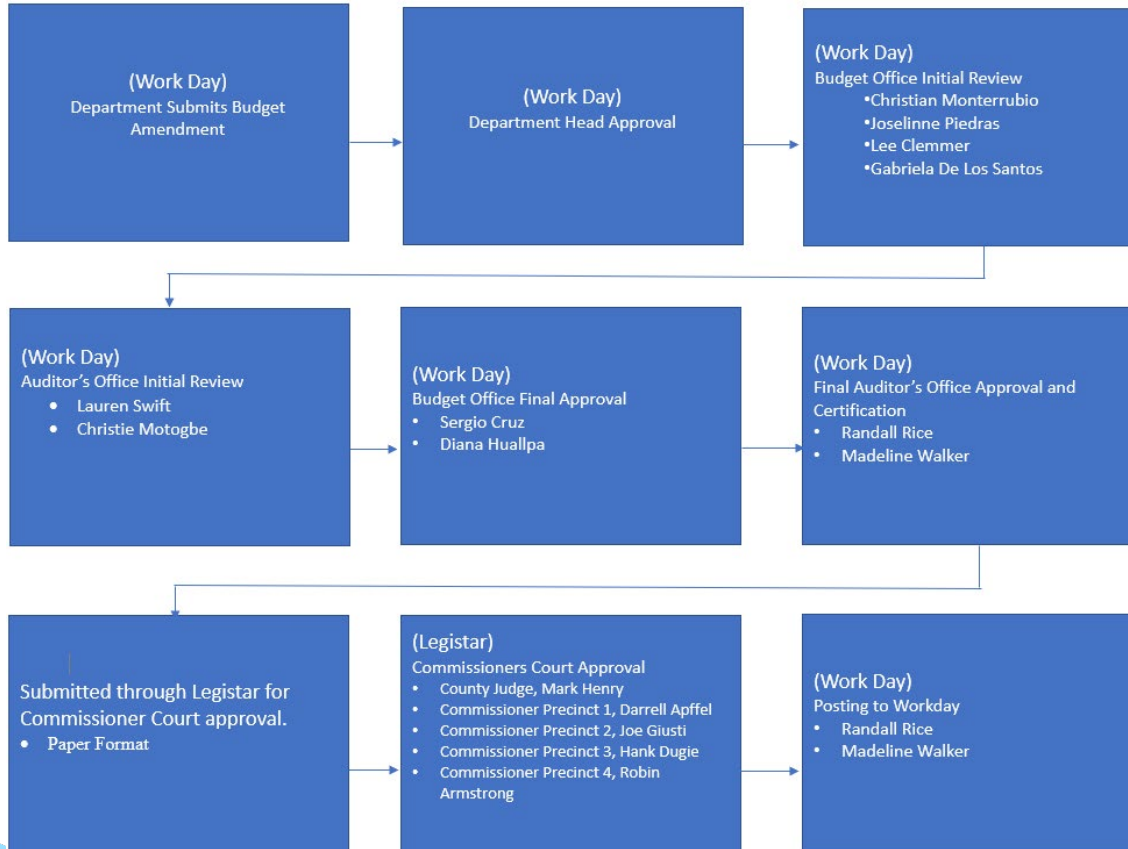
# Ledger Account/Summary & Spend Categories

- The **Ledger Account Summary** is a required field when submitting budget amendment requests.
- It refers to a group category or account that encompasses one or more subcategories, known as spend categories.
- Example:
  - Ledger Account: 5413000 Legal Services
  - Spend Category: Contract Legal Services

OS Object Code	Ledger Account/Summary	Worktags Spend Category
5415211	5415000:Consulting and Special Studies	Spend Category: Transportation Services
5415220	5415000:Consulting and Special Studies	Spend Category: Other Consultants / Special Studies
5417050	5417000:Administration of County Programs	Spend Category: Commissary Expenditures
5417112	5417000:Administration of County Programs	Spend Category: ACA Fees
5417201	5417000:Administration of County Programs	Spend Category: Galveston County Onsite Clinic/Pharmacy
5417209	5417000:Administration of County Programs	Spend Category: Administration Fee - Medical/HSA (BC)
5417210	5417000:Administration of County Programs	Spend Category: Administration Fee-Dental
5412101	5412000:Medical and Center Services	Spend Category: Contract Medical Services
5412130	5412000:Medical and Center Services	Spend Category: Contract Services-Medical Examiner
5412133	5412000:Medical and Center Services	Spend Category: Physicians Assistant
5413000	5413000:Legal Services	Spend Category: Contract Legal Services



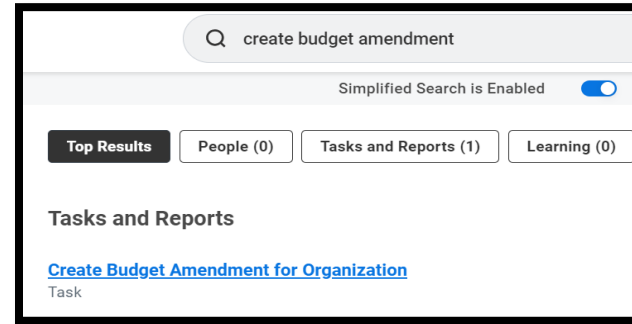
# Budget Amendment Workflow





# Create Budget Amendment

1. In the Workday Search bar, type Create Budget Amendment for Organization.
2. Click on the name of the task to get started.
3. Populate the required fields.
4. Click OK





# Create Budget Amendment

5. Fill out the required information on the screen.
6. In the Amendment Date field, please enter the commissioner's court date.
7. In the description field, please add your court sponsor and specific details of the request.
8. In the Budget Amendment Lines, enter the Period, Ledger Account/Summary, Fund, and Cost Center where the funds are coming from.

**Create Budget Amendment for Organization**

Budget Amendment Total  
0.00 USD

Company: The County of Galveston  
Plan Structure: Annual Budget Detail  
Plan Name: FY25 Amended Budget  
Years: FY2025 - YE September  
Currency: USD  
Plan Start Date: 10/01/2024  
Plan: FY25 Amended Budget

Organizing Dimension Type (empty)

Amendment Date: 02/06/2025

Description: [Text Field]

Amendment Type: [Dropdown Menu]

Entry Type (empty)

Balanced Amendment:

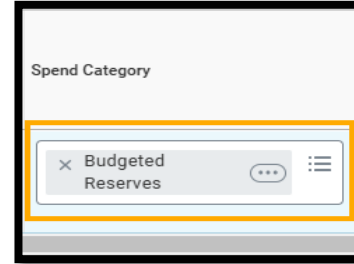
Enter changes to original Plan data.

Order	*Period	Ledger Account/Summary	*Fund	*Cost Center
	x FY2025 Annual (FY2025-Adopted Budget)	x 5930000:Reserves - Other	x 1101 General Fund	x 920180 Fund Balance Reserves



# Create Budget Amendment

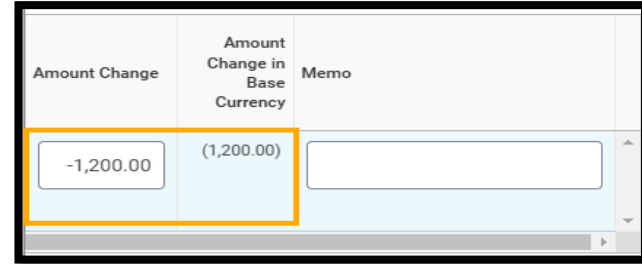
9. Select a spend category.
10. Type in a **Credit Amount Change**.



Spend Category

× Budgeted Reserves

This screenshot shows a dropdown menu for "Spend Category". The selected item is "Budgeted Reserves", which is highlighted with an orange border. To the right of the text are three dots and a hamburger menu icon.



Amount Change	Amount Change in Base Currency	Memo
-1,200.00	(1,200.00)	

This screenshot shows a table with three columns: "Amount Change", "Amount Change in Base Currency", and "Memo". The first row contains the values "-1,200.00" and "(1,200.00)", with the "Memo" column being empty. The first two columns of this row are highlighted with an orange border.



# Create Budget Amendment

11. Add another line to the grid to enter the **Period, Ledger Account/Summary, Fund, and Cost Center** where the funds are going to.
12. Select a spend category.
13. Type in a **Debit Amount Change**.

Order	*Period	Ledger Account/Summary	*Fund	*Cost Center
+	FY2025 Annual (FY2025-Adopted Budget)	5930000-Reserves - Other	1101 General Fund	920180 Fund Balance Reserves
+	FY2025 Annual (FY2025-Adopted Budget)	5314000-Food, Kitchen, and Housekeeping Supplies	1101 General Fund	170100 Facilities Services

Spend Category

× Vehicles ...

Amount Change	Amount Change in Base Currency	Memo
-1,200.00	(1,200.00)	
1,200.00	1,200.00	



# Create Budget Amendment

14. Select and upload any supporting documents related to the budget amendment. (This is mandatory)
15. Click **Submit**.
16. **Next steps:** The Budget Amendment will be routed to a Budget Analyst for approval.

A screenshot of a web interface for creating a budget amendment. The top section is titled "Budget Amendment Lines" and contains a tab labeled "Attachments". Below this, the "Attachments" section is visible, featuring a large light gray area for file uploads. On the right side of this area, there is a box containing the text "Drop files here", the word "or", and a button labeled "Select files".



# DEMO





# Q & A





# Department Contact Information

- Sergio Cruz, CFO – [Sergio.Cruz@galvestoncountytexas.gov](mailto:Sergio.Cruz@galvestoncountytexas.gov) Ex. 5398
- Diana Huallpa, Deputy CFO – [Diana.Huallpa@galvestoncountytexas.gov](mailto:Diana.Huallpa@galvestoncountytexas.gov) Ex. 5442
- Christian Monterrubio, Finance Manager – [Christian.Monterrubio@galvestoncountytexas.gov](mailto:Christian.Monterrubio@galvestoncountytexas.gov) Ex. 5339
- Joselinne Piedras, Senior Budget Analyst – [Joselinne.Piedras@galvestoncountytexas.gov](mailto:Joselinne.Piedras@galvestoncountytexas.gov) Ex. 2296
- Gabriela De Los Santos, Budget Analyst - [Gabriela.Delossantos@galvestoncountytexas.gov](mailto:Gabriela.Delossantos@galvestoncountytexas.gov) Ex. 5473
- Lee Clemmer, Budget Specialist - [Lee.Clemmer@galvestoncountytexas.gov](mailto:Lee.Clemmer@galvestoncountytexas.gov) Ex. 5323



Thank you!

