

Budget & Finance

Budget Transmittal Checklist



This form is to assist you in compiling the documentation required for the submittal of the proposed budget and is intended to be used as a guide. Departmental budget(s) will be submitted via Questica. All required forms listed below will be also submitted electronically as attachments.

Budget Transmittal Checklist

- Budget Calendar**
Refer to Budget Calendar for important dates and deadlines.
- Budget Data Entry**
Submit proposed budget(s) and all supporting documentation via Questica.
Questica Training – Part 1 is available under Training Updates (Questica Dashboard)
- Budget Unit Narrative**
Submit Department Narrative via Questica in the Description Box under the main administrative budget unit.
- Organization Chart**
Submit current and proposed organization charts via email to assigned analyst or Questica under the main administrative budget unit.
- Position Request Form**
Submit original form(s) to Human Resources Department for review and approval.
Submit a copy with HR's signature/comments to Budget & Finance as an attachment to the Augmentation Request to the corresponding budget unit via Questica.
- Expenditure Transfer Request Form**
Submit via email to assigned analyst and attach to corresponding budget unit with required signatures as an attachment via Questica.
- Augmentation Requests**
Submit Change Request as a Budget Augmentation (ONLY to be used during the Budget Process). Questica Training – Part 2 is available under Training Updates (Questica Dashboard).

Cont. Budget Transmittal Checklist

Professional Services Form

Submit form(s) via Questica as an attachment to the corresponding budget unit. The total amount in the form must match the requested budget total amount. A form must be submitted for each budget unit by professional services object code(s): 525010, 525030.

Non-Regular Wages & Benefits Form

Submit form(s) via Questica as an attachment to the corresponding budget unit.

Important Links:

<https://imperialcounty.questica.com/mainDashboard.aspx>

<https://intranet.imperialcounty.org/budget-finance/#FORMS>