

HOW SUBMIT THE COMPLETED BUDGET FILE TO THE COUNTY AUDITOR VIA THE DOM WEBSITE

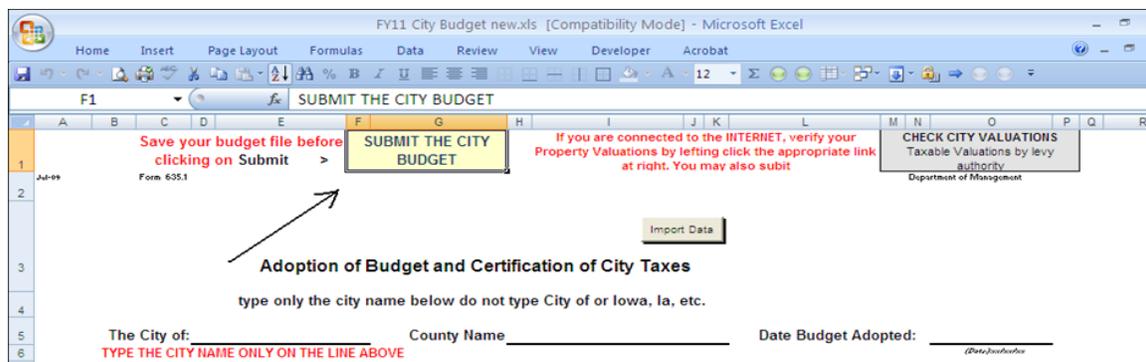
Uploading the file to the DOM website will notify the County Auditor the file is submitted. You need to have an internet connection on your computer.

It is easiest to have the BUDGET FILE ON YOUR DESKTOP.

- 1) **SAVE THE FILE. THE EXCEL BUDGET FILE DOES NOT NEED TO BE CLOSED.**
- 2) **CONNECT TO THE INTERNET** and go the DOM web site.

WWW.DOM.STATE.IA.US

OR



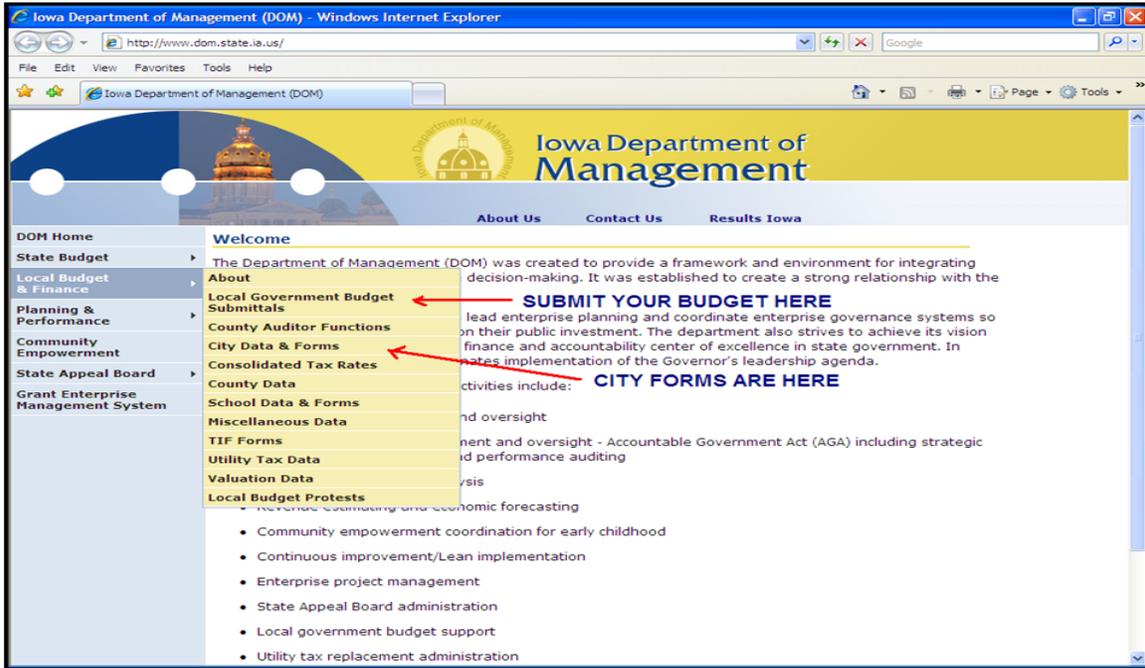
You can click the “SUBMIT THE CITY BUDGET” button at the top of the CERT page if you are connected to the Internet. REMEMBER TO SAVE YOUR FILE BEFORE CLICKING THE “SUBMIT THE CITY BUDGET”. The file will upload even if you have it opened. Again, make sure you have saved the file after any changes before you click the Submit button.

A partial example of the DOM home is below.



PLACE YOUR MOUSE CURSOR OVER “Local Budget & Finance”

The following screen appears:



CLICK ON “Local Government Budget Submittals”

The following screen is displayed. **DO NOT USE** “Local Government Budgets/Reports Login”.
YOU DO NOT NEED TO LOG IN TO UPLOAD A CITY BUDGET



USE THE
“Submit Your Budget “
Left click on “Submit Your Budget “.

A new Window will open with the Green Submit screens.

Iowa Department of Management

Upload Process: Step 1 - Upload Budget

At any time, you may close this browser window to start over.

Welcome to the Upload Budget section. Submitting a budget file is a 4 step process. ALL 4 STEPS MUST BE COMPLETED TO SUCCESSFULLY SUBMIT YOUR BUDGET FILE.

To upload a file, you will need to click the **Browse...** button above to locate your file. An Upload File window will appear. At the top, you'll see a **Look in:** area. Click the down arrow to the right of the Look In area and select Desktop, 3 1/2 Floppy (A:) if you copied the file to a disk, or the School Budget folder. Once you've located the budget file, click on it once, and then click Upload.
(The process may be different for Macintosh users.)

Cities are encouraged to save their file to the computer's Desktop. The original file name is FY2008 City Budget.xls.

School Districts that used the default setup may find their file in the "C:\School Budget 2007-2008\" folder. The default file name is "XXXX08.xls" (XXXX is the four-digit school district code).

You will be directed to STEP 2 once the file verification is complete.

Upload Status:

Contact:

City Budgets
Steve Ford
515.281.3705

School District Budgets
Lisa Oakley
515.281.8485

Version 1.0.2

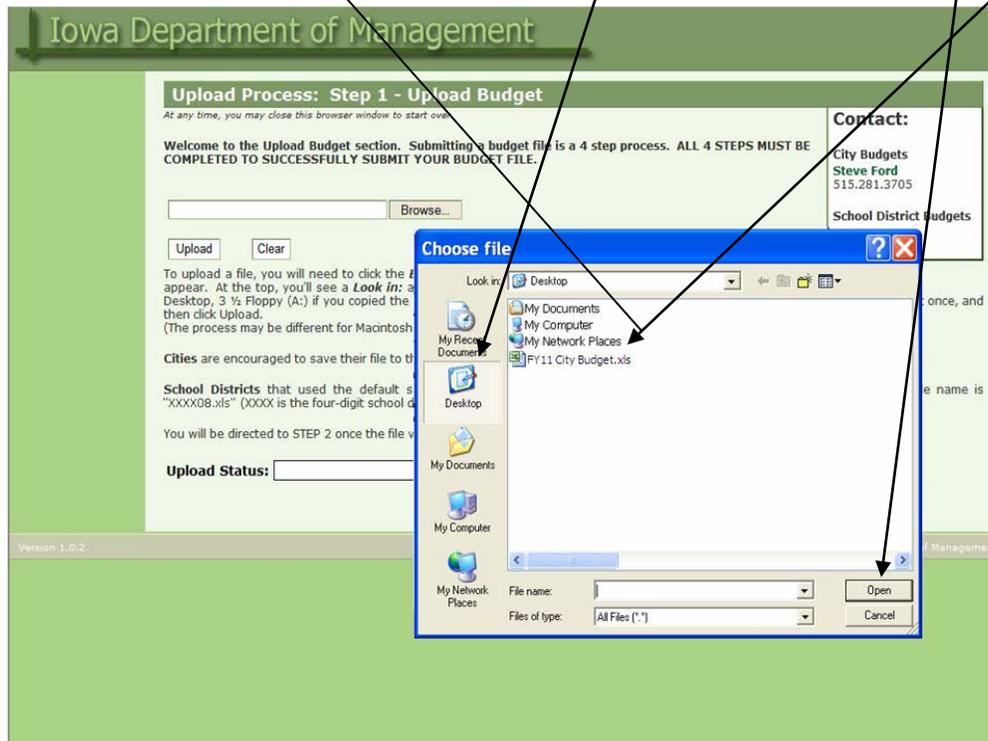
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Click on the Browse button.

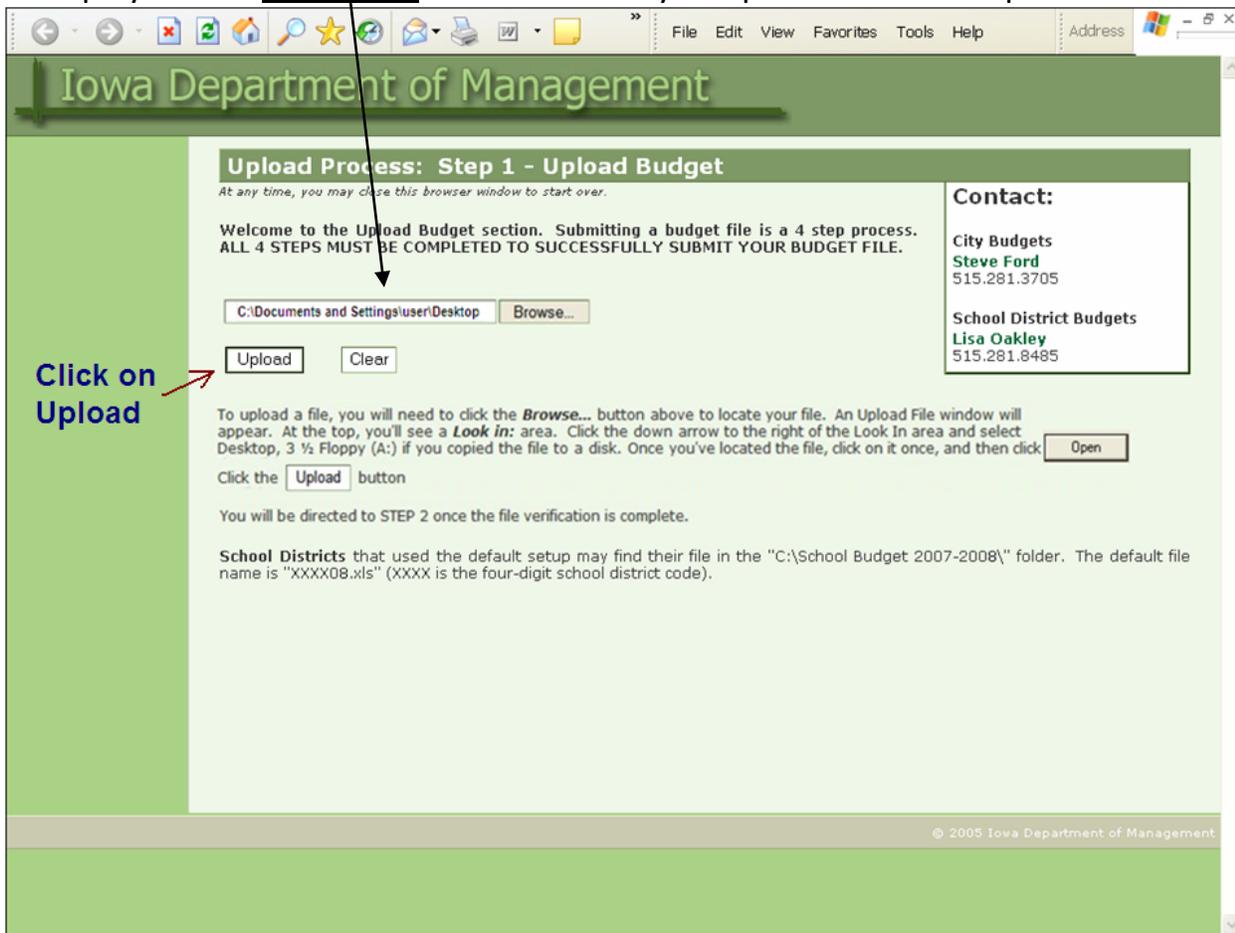
The "Choose file" Window will appear as below. The window is asking, "Where is the budget file". I always suggest saving the budget on the Desktop because it is the fastest and easiest place to locate a file.

Simply click on the Desktop icon on the left of the Window. Find the file and either **DOUBLE** click on the file name **OR** single click on the file name and click the Open button.

Either method will cause the Window to disappear.



The Choose file Window disappears and the “path” where the file is located on the computer displays in the box below. The file is ready to upload. Click the Upload button.



The upload time varies depending upon the Internet connection speed. A progress indicator will appear at the bottom of the screen above. The system will open the file and immediately look for the following:

- ✓ **City Code**
- ✓ **Fiscal Year**
- ✓ **Adoption Date**
- ✓ **Already Submitted**
- ✓ **Contains 3 years of Data**
- ✓ **Password Protection has been compromised**
- ✓ **Budget was opened and saved in “Open Office”**

A MESSAGE IS DISPLAYED OF WHICH TEST WAS FAILED IF THE BUDGET FILE DOES NOT PASS ONE OF THE TESTS.

SHOULD THE BUDGET FAIL ANY OF SIMPLER TESTS ABOVE, YOU SIMPLY RETURN TO THE FIRST GREEN SCREEN, MINIMIZE THE WINDOW, OPEN AND CORRECT THE BUDGET FILE. REMEMBER TO SAVE THE FILE. BRING BACK THE GREEN SCREEN AND CLICK THE BROWSE BUTTON AND START OVER. A ERROR DUE TO THE LAST TWO TESTS WILL REQUIRE MORE ATTENTION.

A second screen (Step 2) appears after the budget file passes all the tests. The second screen allows a view of three critical forms: “Adoption of Budget and Certification of Taxes” (CERT), “Long Term Debt Schedule” (LT DEBT) and the “Notice of Public Hearing Budget Estimate” (HEARING).

It is advisable to view these pages to assure the correct version of the budget was uploaded.

Iowa Department of Management

Upload Process: Step 2 - Review Budget
At any time, you may close this browser window to start over.

You have successfully completed the first step of the upload process. Please take this opportunity to view a summary of your file to ensure it is the budget file as adopted.

On the following screen, you will be asked to certify that the budget file contains the same information as adopted.

If the file is **NOT** correct, close this window to upload another file.

To proceed to step 3, select continue after you have reviewed the file.

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Below is an example of the CERT page shown after clicking “View Summary” in the screen above. Simply click on the “Return to Process” button displayed in all Summary views to return to the upload process.

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Tax Certification | Long Term Debt | Notice of Public Hearing |

View Summary: City Budget Tax Certification

Adoption of Budget and Certification of City Taxes
 FISCAL YEAR BEGINNING JULY 1, 2007 - ENDING JUNE 30, 2008 **77-717**

The City of: Des Moines County Name: Polk & Warren Date Budget Adopted: 03/07/07

At a meeting of the City Council, held after the public hearing as required by law, as specified above, the proposed budget was adopted as summarized hereto, and tax levies, as itemized below, were approved for all taxable property of this City. There is attached a Long Term Debt Schedule Form 703 for the debt service needs, if any.

January 1, 2006 Property Valuations

		With Gas & Electric	Without Gas & Electric	Last Official Census
Regular	2a	5,285,047,624	5,057,687,005	
DEBT SERVICE	3a			
Ag Land	4a			

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Tax Levied	Rate
384.1	8.10000	Regular General Levy	42,808,886	40,967,265	8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge	0	0	0
12(10)	0.95000	Opr & Maint publicly owned Transit	2,481,386	2,374,635	0.46951
12(11)	Amt Nec	Rent, Ins. Mant of Civic Center	0	0	0
12(12)	0.13500	Opr & Maint of City owned Civic Center	0	0	0
12(13)	0.06750	Planning a Sanitary Disposal Project	0	0	0
12(14)	0.27000	Aviation Authority (under sec. 330A.15)	0	0	0
12(15)	Amt Nec	Joint city-county building lease	0	0	0
12(16)	0.06750	Levee Impr. fund in special charter city	0	0	0

Once assured by “View Summary” the file is the correct version, click the “Continue to Step 3” button

Iowa Department of Management

Upload Process: Step 2 - Review Budget

At any time, you may close this browser window to start over.

You have successfully completed the first step of the upload process. Please take this opportunity to view a summary of your file to ensure it is the budget file as adopted.

On the following screen, you will be asked to certify that the budget file contains the same information as adopted.

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Step 3 in the process is simply to gather information on who is submitting the budget, who is sent the email confirmation, and provides a last look at property tax data before you submit.

Remember to enter your name and email address if you have email. Personal emails are acceptable. **The addresses are not shared outside DOM.** The email address is used to send an automated confirmation that the budget file was submitted and when. You should retain the email until after the budget season is final, June 15th. Click the Submit button.

Iowa Department of Management

Upload Process: Step 3 - Submit City Budget

At any time, you may close this browser window to start over.

Please fill in the required fields below:

City Name:

*Submitter Name:

Submitter's E-Mail Address:

Optional - Email address will be used to send a confirmation.

Control County:

Please Verify the data below. This information has been extracted from your budget file, and should match your adopted budget.

Total Requested Dollars: Total Property Tax Rate:

Total Property Tax Dollars: Agricultural Tax Rate:

Note: By clicking on the **Submit** button below, you are certifying that the budget file submitted reflects the budget as adopted and certified to the county auditor. If the file is not correct, close this window to upload another file.

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The final screen (Step 4) confirms the budget file is submitted.

An automated email is sent to the control county auditor (the county in which the majority of the city's property value is located) and an email is sent to the city. All county auditors have access to "Split City" budgets allowing the "non-controlling" county a copy of the file.

The page may be printed by clicking the "Print" button.

Iowa Department of Management

Upload Process: Step 4 - Confirmation
Congratulations! You have successfully submitted your budget file.

An email message has been sent to the control county auditor and to the email address you provided.
You may print a copy of the submittal confirmation for your records by clicking on the Print button below.
The confirmation contains all property tax rates plus the time and date the budget file was submitted.

Your file was submitted at 1:02:19 PM on Monday, October 30, 2007

Budget Year:	FY08
City Name:	001 - Adair
Submitter Name:	tdd
Submitter's E-Mail Address:	tim.daniels@iowa.gov
Control County:	Adair
Total Requested Dollars:	\$266,607
Total Property Tax Dollars:	\$253,540
Total Property Tax Rate:	14.28935
Agricultural Tax Rate:	3.00375

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Close the Internet browser.

REMEMBER, A CITY IS REQUIRED TO SEND PROOF OF PUBLICATION/POSTING TO THE COUNTY AUDITOR AND ANY OTHER FORMS REQUIRED IN THE CITY BUDGET INSTRUCTIONS.

THE AUDITOR CANNOT LEVY TAXES FOR THE CITY UNLESS AND UNTIL PROOF OF PUBLICATION AND ALL REQUIRED FORMS ARE RECEIVED.