

Budget Revision Form Instructions

Please make sure you fill in the entire top portion of the form. Any missing information will delay the review process. If you need assistance with the form, call your program officer.

1. Approved Budget

Enter the amounts for each line item from your final approved budget. These amounts should correspond to the amounts on Agency Budget of the Annual Work Plan.

2. Budget Remaining

Enter the budget remaining for each line item. These amounts should correspond to the Account Balance Column on the most recent invoice you submitted to DCYF. This column gives a snapshot of what is available for you to use at this moment.

3. Increases/Decreases

This column summarizes the increases/decreases you wish to make between line items. The balance of all the changes must equal zero (0).

For example, if you increase Supplies by \$100, you must reduce another line item by \$100 so that the end result is 0.

4. Revised Budget

This column reflects the changes (increases/decreases) in Column 3. This is your new budget. Column 1 + or - Column 3 = Column 4 (the spreadsheet has formulas that will calculate these amounts for you. Do not override or delete the formulas.

5. Revised Budget Remaining

This column reflects the amounts remaining in each line item after the changes. This is what's available in your budget until the end of the fiscal year or until your next budget revision. Column 4 - Column 2 = Column 5. Again, the Excel spreadsheet will calculate this column for you.

Justification for Budget Revision

You must be very specific when explaining the changes in each line item. Be sure to include any new items you are adding to this revision that was not in your original budget.

Example 1) We increased the Other Expenses line item by \$500 because we increased the number of field trips for the fall semester. Instead of 10 fieldtrips, we increased it to 15 fieldtrips. The costs include admission fees and van rentals for 25 children.

We increased the Personnel line item by \$30,000 because we needed to hire another full time MIS staff to help us enter client level data into the Contract Management System.

Example 2) We decreased the Professional line item by \$1,000 because we were unable to hire qualified consultants to help us develop a strategic plan. The Management Center has agreed to provide us with pro bono assistance.

Signature

Form must be signed by appropriate Grantee Staff. If signature is missing there will be a delay in getting revision approved.

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