

6.04

Budgeting - Revisions

POLICY:

A budget is required for any revision of the Parent Agency's agreement that affects the amount or the use of funds provided under the agreement.

PROCEDURE:

A. Budget Revision

A budget revision will be submitted for approval upon notice to the Parent agency that a change order is being processed. A change order will not be processed until the budget is approved by the State Agency.

B. Budget Revision Format

The budget must be categorized according to Budget Revision Form (see Attachment #1 6.04).

C. Change in Budget Revision Format

The State Agency will notify both the Parent Agency and Local Agency of the budget format change during an agreement period.

D. State Agency Request for Additional Information

The State Agency may request additional information concerning the budget.

ATTACHMENTS:

1. Budget Revision Form