

**FAMILY PLANNING PROGRAM****SECTION:** Fiscal Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Budget Revisions

**POLICY:** The delegate agency must obtain prior approval for any change to the approved budget which exceeds 10%.

**GUIDELINES:**

1. Budget revisions are required in these three instances:
  - a. Upon receipt of the grant award notice if the Title X funding level stipulated on the award is different from that which was requested in the delegate agency grant proposal;
  - b. During or at the end of the fiscal year when the delegate agency experiences a surplus of funds due to
    1. increased revenues;
    2. decreased expenses; or
    3. a combination of both.
  - c. Funds for one category or line item are to be diverted to another. Priorities or needs may shift during the fiscal year and an agency may wish to transfer funds from one line item to cover changes in another.
2. In each of the instance stated above, the agency must also submit a budget justification which explains the budget by line item. All pages of the budget must be submitted.
3. Upon receipt and acceptance of the revised delegate budget, the state office will provide an amended monthly reimbursement report excel book with the approved budget noted in the 'approved budget' column. This workbook will be used for monthly reimbursement report submission for the remainder of the grant period.
4. If the revision is below the stated limit, the State office must be notified by phone or email of the revision prior to the implementation of any revisions.

**References:**

1. 45 CFR Part 74 "Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, other Nonprofit Organizations and Commercial Organizations; and certain States, Local Governments and Indian Tribal Governments."

Revised 01/04, 11/11  
Reviewed 08/08,  
08/13