

## Wake County Smart Start, Inc. BUDGET REVISION/CONTRACT AMENDMENT INSTRUCTIONS

**What is the difference between a budget revision and a contract amendment?**

Budget Revision = “Moving funds from one line to another that equal the same amount. **No change** to the bottom line.” (Example attached)

### **Budget Revision**

The budget revision process is used only for changes to an activity’s budget which do not deviate from the original intent of the contract, or change the total allotment of Smart Start funds. This most commonly occurs when it becomes necessary to move funds from one line item to another due to unforeseen programmatic or cost shifts.



**To avoid numerous revisions: Expenditures per line and between categories, may vary up to 20%, as long as, the bottom line does not change.**

**Budget Amendment** = “When it *affects* the bottom line by adding funds to the budget (Increases bottom line) or taking away funds (Decreases bottom line)”. (Examples attached)

Budget amendments are required whenever a change occurs in the approved program activity or when there is a change in the total amount of money (either more or less).

**Who Gets the Completed Forms?** Budget amendment/revision requests should be sent to Gary Carr, Controller, along with Change Budget and narrative.

### **Approval Process:**

A budget revision needs approval by Wake County Smart Start, Inc.

A contract amendment needs both Wake County Smart Start, Inc. approval **AND** NCPC’s approval. Please be aware of this extra step in the approval process.

Budget revisions and amendments are due by the 10th of each month before the close of the Wake County Smart Start business day. If the 10th falls on a weekend or holiday, the due date is the following business day. Revisions and amendments received by the due date, if approved, will be effective the 15th of the following month. This due date is subject to change the last quarter of the fiscal year.

Once your budget revision or contract amendment is approved you will be notified in writing. Do not begin implementing changes or spending against your new budget line items until you receive this approval in writing. Expenses cannot be reimbursed without prior approval and we cannot make changes retroactively.