

- 1. Budget revisions should be received by the JCS Contract Administrator no later than 30 days after the effective date of the proposed change. Budget revisions need to be received by the Fiscal Department no later than 45 days after the effective date of change. All budget revisions should be submitted no later than 06/01, or the first day of the last month of the contract period.**
- 2. All budget revisions must have the effective date indicated on the first page (program budget page) and noted on the budget narrative.**
- 3. All budget revisions should be sent to the appropriate contract administrator.**
- 4. The contract administrator should review the revision to ensure that it meets the Budget Revision Policy guidelines.**
- 5. No more than 2 formal budget revisions will be allowed per contract per year. Please note that the final invoice serves as an informal budget revision if over-expenditures occur. This is a total of 3 budget revisions per year per contract.**
- 6. Expenses should be reviewed regularly against budgets to ensure that all spending is in line with budget line items. Doing this will allow timely submission and approval of budget revision requests.**
- 7. Salary increases should be planned for and budgeted in the original contract budget. Anticipated increases may include COLAs, merit raises, and incentive payments.**
- 8. Retro-active salary increases will not be allowed.**
- 9. No budget revisions will be allowed after the end date of the contract.**
- 10. Budget revisions must be accompanied by a clear, detailed, and comprehensive budget narrative which explains the necessity for the requested change(s) and which matches line item by line item the proposed change(s) and the detail page(s) of the revised budget.**
- 11. All changes affecting the equipment purchased sub-line item must have prior approval. (Not all funding sources allow the purchase of equipment).**
- 12. Formal budget revisions should include all necessary pages: program budget page, program cost detail page, budget narrative, as well as any additional job descriptions and resumes.**
- 13. Budget revisions must have an original signature and date of submission on the program budget page.**