



**BUDGET REVISION PROCEDURE  
FOR  
FIRST 5 MERCED COUNTY-FUNDED SERVICE PROVIDERS**

1. First 5-funded service providers may request a one-time revision to their project budget each fiscal year.
2. Revision requests that meet the following conditions may be approved at the staff level:
  - a. A Budget Revision Request Form (attached) must be completed and submitted to First 5 Merced County.
  - b. The request form must be accompanied by a written narrative / justification (on a separate piece of paper) explaining the need for, and rationale, for each of the proposed changes to the budget and affected line items.
  - c. The proposed revision must be a re-allocation of the total approved budget amount and not a request for additional funds.
  - d. Funds budgeted under Operating Expense line items are not moved to fund Personnel Expenses including: salaries, wages and benefits.
  - e. The amount of funds proposed for revision within a fiscal year must not exceed 10% of the total annual approved budget amount for that fiscal year.
  - f. Funds budgeted for one fiscal year within a multi-year contract term (if applicable) may be moved to another fiscal year within the contract term, in an amount up to 15% of the budgeted amount in the year from which the funds are being moved.
  - g. The proposed budget revision must not result in a change in the Scope of Work, goals, and original intent of the funded project.
  - h. The proposed budget revision must be received, reviewed, and approved prior to the contractor incurring any expenses as proposed in the submitted modification request. Expenses incurred prior to the approval of a submitted budget revision request will not be reimbursed.
  - i. The proposed budget revision must be submitted no later than 60 calendar days prior to the end of each First 5 Merced County fiscal year (fiscal year ends June 30).
3. If all relevant conditions (above) are met, then the First 5 Executive Director may approve, or negotiate changes to, the revision request for approval
4. If a budget revision is desired that does not comply with the above conditions, the First 5 Executive Director may present at his/her discretion the budget revision request to the Commission for its possible action at a regularly agendized meeting.
5. First 5 will make every effort to provide a written response to budget revision requests (meeting the above conditions) it receives within 14 calendar days of receipt of such requests when all necessary documentation and information are provided.
6. All contractors submitting a revision request have the right to appeal any decision (made by the Executive Director) directly to the First 5 Commission.
7. The information below identifies additional shifts which may be done without a formal budget revision. Up to 10% of money allocated to a line item can be shifted to a second line item within the same budget category. Budget categories include the following:
  - **Personnel (salaries and benefits),**
  - **Operating Expenses,**
  - **Indirect Costs,**
  - **Sub-Contractors, and**

• **Fixed Assests/Capital.**