

PROGRAM/BUDGET MODIFICATIONS

All budget modifications (DEDR, Cash Match and In-Kind) must be submitted to the County Alliance Coordinator in writing using the Alliance Budget Form. Budget modifications are a permanent change to a Municipal Alliance's Strategic Plan and are expected to be submitted and approved in advance of the change in activity. The County Coordinator must notify the CASS and GCADA of all budget modifications.

The Alliance Budget Form (Form 8) contains a section at the bottom of the form for the proposed budget modification. The form must include the proposed changes to the budget (see the top part of the form where it breaks out the expenses into DE DR-Personnel, DE DR-Consultant, DE DR- Other Direct Cost, Cash Match and In-Kind) as well as provide details of the change under the section for Budget Modification. Signatures are only needed on the form if a budget modification is being proposed and are not required as part of the budget proposal in the initial submission of the strategic plan. The sections below detail which signatures are needed depending on the changes being made.

DE DR Funding:

Moving funds within an approved program--Modifications to an approved budget that reallocate DE DR funds within the same approved program/intervention, and that do not change the program intent, may be approved by the county without prior GCADA approval. Required signatures: Alliance Chairperson, Municipal CFO, and County Alliance Coordinator.

- *Example:* reallocation of \$500 from Life Skills consultant to Life Skills other budget category.

Moving less than \$2,000 from one approved program to another approved program(s)--Modifications of approved DE DR programs/interventions that reallocate less than \$2,000 from a program, and that do not change the program intent, may be approved by the county without prior GCADA approval. Funds from multiple programs can be reallocated within the same budget modification. Required signatures: Alliance Chairperson, Municipal CFO, and County Alliance Coordinator.

- *Example:* reallocation of \$1,500 from Strengthening Families and \$900 from Life Skills, both reallocated to Peer Leadership (for a total increase of \$2,400).

Removing \$2,000 or more from one program; creating new programs—Removing \$2,000 or more from an approved DE DR program/intervention or establishing a new program must first be approved by the CASS and then forwarded to GCADA for its approval prior to implementation. Required signatures: Alliance Chairperson, Municipal CFO, County Alliance Coordinator, and GCADA.

Governor's Council on Alcoholism and Drug Abuse
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- *Examples:* reallocation of \$2,000 from an approved Life Skills program; any funds moved to start a new program.

Cash Match and In-Kind:

All Cash Match and In-Kind budget modifications must be submitted on the Alliance Budget Form to the County Alliance Coordinator for approval. GCADA approval is not necessary as long as the required Alliance Cash Match and In-Kind obligations are met during the funding year, as evidenced by the quarterly reporting forms.

Required signatures for cash match changes: Alliance Chairperson, Municipal CFO, and County Alliance Coordinator.

Required signatures for in-kind changes: Alliance Chairperson and County Alliance Coordinator

Forms for Budget Modifications include:

- Updated Alliance Budget Form – with justification and signatures
- Action Plans that reflect the budget changes
- Alliance Coordination Plan, if applicable

Program changes that do not affect the program budget:

You must notify the County Alliance Coordinator of program changes by submitting a revised Alliance Action Plan (Form 7) and a copy of the consultant's resume, if there is a change in consultant.