Budget Modification Detailed Instructions

Budget are used to create a plan for the spending throughout the year, all departments use a budget that has been approved by Tribal Council. From time to time, this approved budget must be revised. The reasons for doing this are many, but the most common reasons for modifying an approved budget are increased revenue from another source and increased need in the expenses of a department. To create a more efficient way to track and process a budget modification the Finance Department has created an online form where Budget Modification Requests can be submitted. The following are detailed instructions to complete this form along with examples of forms filled out to increase your knowledge of using the form.

How to begin:

The budget modification for can be found on the Tribal Website in 2 locations:

Employees>Forms, Policies, Procedures>Budget Modification Form

or

Government>Executive Team>Finance>Budget Modification Form

Filling out the form:

Once you reach the form begin filling in the first section:

Requester Name: Enter the name of the person completing the form.

Requester Email: Enter the email of the person completing the form.

Department: Enter the name of the department needing the modification. If unsure the name is located at the top of the budget sheet located in Teams.

Fund Number: Enter the departments fund number. If you aren't sure what this number is it can be located at the top of the department budget sheets in Teams, and will be the first three numbers of any account number in the expenses area of the budget sheets.

Reason for Request: Enter the reason for the requested modification request in this area. The reasons are many but to assist you below are some samples that may help you get started. Make sure to also add the # of the modification for this department for the year to assist your finance staff.

Example 1: The _____ department is requesting a budget modification to add $_____ in grant funds we have been awarded from the _____ grant award to our budget. Details of the project and grant award are attached to this request.

Modification #1

Example 2: The _____ department is requesting a budget modification to money from the _____ account line to _____ account line in our budget. During the year we had _____ unfilled position(s) and would like to use the funds to support the purchase of _____ which is greatly needed by the department. Details of the project are attached to this request.

Modification #2

Account Information Section

The next section is where you will show the movement of funds.

It may be helpful to use the budget spreadsheet on Teams *to develop the modification. To open the modification section of the budget spreadsheet you will need to unhide or adjust the width of modification columns in your Teams budget, in this case they are columns I and J. You should be able to enter amounts in this area and it will automatically calculate the section totals and the Revision column.*

Once you have figured out how you want the budget modification to work enter the information into this section of the Budget Modification Form.

You can add as many extra lines as you need by click the add buttons.

The totals for each section will automatically calculate.

Because a budget must balance, when there is addition or reduction to the revenue section the totals for both the Revenue section and Expense section should match before you submit.

As you can see by this example: There was an increase in revenue as a result of getting a grant. This also allowed for a return of a portion of the Tribal Contribution which is shown as a negative amount (-6,081.00).

However, if the only changes requested are to relocated one expense line amount to another the two sections won't match, but the Modification total for the expense section should be $0.

Upload Files

The next section is where you can upload any files to support or that should be included for the modification request. This isn't a requirement for the modification form, but it may aid finance and other authorizers in making informed decisions or having important documents that may be used during an internal audit.

Next, you will need to select a Final Signor for the "Final Signature Needed" section.

Note: There are only three options for this, but we do realize that you may require another level of approver for your area. In a case where you want to get approve prior to submitting the form to the executive level (Tribal Liaison, Executive Director, or Tribal Administrator).

To send a copy of your modification to your supervisor

- First **save** a filled-out modification form as a **pdf** by either: Clicking on the … and selecting Print or using Ctrl +P
- Then send the form via email to your supervisor as an attachment.
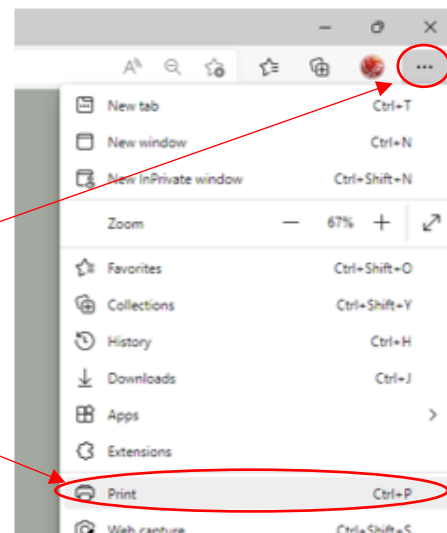
Saving the Draft

If you need to save the form without submitting you can use the "Save as a draft" button at the bottom of the form. This will direct you to send a link to the form to your email.
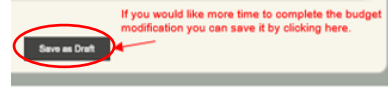
Signing the form

To sign use the "Sign" Button. You will be able to either type your signatures in a variety of fonts or use your mouse to draw a signature.

Submitting the form

Once you have completed the form you can use the "Submit" button progress to the next step.

The form will now be sent to the Finance Department for review.

You will also receive a copy of the form as an attachment in an email.

If Finance Approves the form they will send it to the designated "Final Signor"

If Finance does Not Approve the form you will receive a notification via email of why the form was not approved to make corrections.