

Budget Changes

You may find throughout the fiscal year that you need to make adjustments to your project budgets. Some changes require approval by PTE, while others will not. The following guidelines will help you with this process

1. Changes that can be made without approval by PTE:

Moving up to 10% of a project budget between two budget areas within the same project. The exception is moving money *into* Salaries and Benefits (personnel costs), or *into* Equipment, which you may not do without written approval from PTE.

- Example: You have a project budget of \$67,000. You may move up to 10%, or \$6,700 between budget areas within that project without requesting approval from PTE, as long as you don't move any money into Salaries and Benefits or Equipment.
- The 10% limit is accumulative, not "per instance." That is, in the example above, you may move up to \$6,700 throughout the year without requesting permission. You may not move \$6,700 each time you adjust your budget.

Minor revisions (under 10%) within a project budget that do not result in significant changes to the program structure. Revisions that result in, or from, major structural changes require approval, even if they are less than 10%.

- No Approval Needed: You spent less money than you anticipated on travel, and would like to purchase an extra set of textbooks for one of your outreach sites.
- Requires Approval: You have made significant changes in curriculum for lower level classes and need to move money from travel into materials/supplies in order to purchase new textbooks.

2. Changes requiring written approval from PTE.

- Changes that will create or result from significant changes to your program structure.
- Requesting additional funding (increase the total funding amount for your program)
- Moving more than 10% of a project budget between budget areas.
- Moving funding between project budgets (any two budgets with different ID #s)
- Moving money into Salaries and Benefits
 - Funds can only be moved into Salaries and Benefits if you are expanding services (adding new classes, or expanding hours for existing classes). You cannot use the extra money to give raises or increase benefits, etc.
- Moving money into Equipment

Request for additional funding or budget changes

1. For all budget changes requiring approval by PTE, please submit an official letter briefly explaining the changes and why they are necessary. With the letter, include a revised budget showing the original budget and project id # plus the proposed changes (for example, original amounts with a (+/-) and the amount being changed. Please show changes in red. If you are moving funds between projects, please include revised budgets for both projects.
2. You may submit multiple changes to a single project budget at one time. Unless you are moving money between two projects, please submit changes for different project budgets separately and with a letter for each. Different project budgets would be any two projects that have different project ID numbers.

After reviewing your request, PTE will ask for revisions or clarifications if needed. If no revisions are needed, PTE will send you approval in writing. The approval will include a letter and a finalized budget. Approvals will be labeled **“Modification”** if funding is being moved within or between projects and **“Amended Funding Authorization”** if the total funding amount will change (for increases/additions).