

Funded Partner Manual



Budget Revisions and Unspent Funds

Budget revisions are not necessary if the variance of the individual line item is within **10%** (total salaries combined are considered as an individual line item), if an agency is determined to be low-risk (as determined by audit). Variance within line items is only allowed up to the annual budget amount for that line item.

Budget revisions are only allowed up to one time per quarter, and no later than **45 days** before the end of each fiscal year. Each budget revision should include a budget narrative that explains all details of the proposed changes and provides justification.

Budget revision requests must be made in writing by submitting a Budget Revision Request form, Budget Revision Justification Narrative, and submitted in the grants management system. The revisions must be approved prior to the submission of the invoice for the month following the budget revision request.

Rollover is allowable up to **5%** of the annual budget when there are **unspent funds** at the end of the fiscal year, if the Funded Partner can show they can spend out the additional funds in the following fiscal year, excluding the final year of the contract. The request for rollover must be submitted with a budget revision request for the following fiscal year no later than **45 days** before the end of each fiscal year. The Contract Manager will monitor and review the level of spending for each contract quarterly.

Underspent funds: Within **45 days** of the fiscal year end, Funded Partner is required to contact in writing the First 5 Sonoma County Contract Manager and Fiscal Director and provide a written explanation if the annual budget is underspent **10%** or more within each fiscal year. Agreement may be amended to reduce the total award.