

## **BUDGET REVISION GUIDELINES**

Budget revisions will amend the original or current budget. Such budget revisions will be presented to the Board for approval on an as needed basis except for budget transfers (which are automatic) and the use of contingency line items (and any related budget revision) which will be reported as soon as possible.

Budget revisions may include budget transfers and budget increases. Budget transfers do not involve any net increase in expenditures and will be reflected on the monthly revenue and expenditure report to the Board. Budget expenditure increases will identify the source of funding and such increased expenditures will be presented to the Board and adopted before such expenditures take place.

Adopted: 10/6/93

Revised: 7/15/98