



**~BUDGET REVISION FORM~**  
**FY08-09**

**Program Name and Contract Number**

**Contract Term: July 1, 2008 - June 30, 2009**

**Revision Date:** \_\_\_\_\_

**Enter your budget from the Expenditure Reporting Form**

|  | <b>Original<br/>Budget</b> | <b>Amount of<br/>the Change</b> | <b>Revised<br/>Budget</b> |
|--|----------------------------|---------------------------------|---------------------------|
| <b>A. Personnel Positions</b>                  |                            |                                 |                           |
| Supervisor<br>(J. Doe)                         | \$0                        | \$0                             | \$0                       |
| Coordinator<br>(S. Smith)                      | \$0                        | \$0                             | \$0                       |
| Specialist<br>(J. Johnson)                     | \$0                        | \$0                             | \$0                       |
| <b>Subtotal Salaries</b>                       | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>                |
| <b>Benefits (20%)</b>                          | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>                |
| <b>Total Salaries and Benefits</b>             | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>                |
| <b>B. Operating Expenses</b>                   |                            |                                 |                           |
| Rent and Utilities                             | \$0                        | \$0                             | \$0                       |
| Office Supplies                                | \$0                        | \$0                             | \$0                       |
| Travel   | \$0                        | \$0                             | \$0                       |
| Training/Conferences                           | \$0                        | \$0                             | \$0                       |
| Equipment                                      | \$0                        | \$0                             | \$0                       |
| add lines as necessary                         | \$0                        | \$0                             | \$0                       |
| <b>Total Operating Expenses</b>                | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>                |
| <b>Budget Total Expenses</b>                   | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>                |
| <b>C. Indirect Costs (at 10% of Personnel)</b> | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>                |
| <b>Budget Total</b>                            | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>                |



**~BUDGET NARRATIVE~**

Please attach this Budget Narrative describing the changes and justification for the changes. For salary budget items please describe the changes in Salary, % of Time, and # of Months in the narrative as well as describing why the change is necessary. For expense items please give the justification for the changes.

**Program Name and Contract Number**

**Contract Term: July 1, 2008 - June 30, 2009**

**Revision as of :** \_\_\_\_\_

**For staffing changes:**

| <b>A. Personnel Positions</b> | <b>Salary</b> | <b>% Time</b> | <b># of Months</b> | <b>Amount</b> |
|-------------------------------|---------------|---------------|--------------------|---------------|
| Supervisor<br>justification   | \$0           | 0%            | 12                 | \$0           |
| Coordinator<br>justification  | \$0           | 0%            | 12                 | \$0           |
| Specialist<br>justification   | \$0           | 0%            | 12                 | \$0           |

**For expense line item changes enter the justification for each line changed in the middle column**

| <b>B. Operating Expenses</b>       | <b>Amount</b> |
|------------------------------------|---------------|
| Line Item changed<br>justification | \$0           |
| Line Item changed<br>justification | \$0           |
| Line Item changed<br>justification | \$0           |