

## **Budget Adjustment Process**

### **General Rules**

- Requests for budget adjustments need to be sent to the Treasurer's Office two weeks prior to needing the Purchase Order.

### **Advisors Responsibilities**

- ☐ Update Google budget sheet to reflect new amount needed and detailed description of future purchase.
- ☐ Email Andrew Douglass, Treasurer and Karen Arthur, Accounts Payable a detailed description of the requested adjustment.
  - ☐ Specify if the adjustment is an overall increase or moving funds from one category to another. See examples below.
- **Overall Budget Increase Example:** ABC Student Activity group decided at their February meeting they would like to purchase pizza for the March meeting. Each member of the group will give \$5.00 toward pizza. ABC advisor was not expecting this expense and does not have it listed on their ABC Budget Sheet.
  - Step 1: No later than 2 weeks before placing the order, ABC advisor will increase the total amount in the Food category by the amount needed and describe that the additional funds will be used to purchase pizza.
  - Step 2: Email Andrew & Karen. "I am requesting an overall budget increase for ABC Student Activity group. At our February meeting, the group decided to purchase pizza for the next meeting in March. Each student will give \$5.00 to cover the cost of the food. Increase of \$150.00 is needed to the food category. I updated the google sheet."
- **Moving Funds within Categories:** ABC Student Activity group decided at their February meeting they would like to purchase pizza for the March meeting. ABC advisor was not expecting to use funds for food but has plenty to cover the cost.
  - Step 1: No later than 2 weeks before the meeting, ABC advisor will increase the total amount in the Food category by the amount needed for the pizza and describe that the additional funds will be used to purchase pizza.
  - Step 2: Email Andrew & Karen. "I am requesting \$150.00 be moved from the resale category to the food category for ABC Student Activity group. At our February meeting, the group decided to purchase pizza for the next meeting in March. I updated the google sheet."

### Treasurer's Office Responsibilities

- Acknowledgment of email request will be sent within 24 hours.
- Treasurer will request any additional information if needed to complete the adjustment.
- Treasurer will make required changes with the Licking County Auditor and Licking Valley Board of Education.
- Once approved and completed, the Treasurer will respond to email requests with the ok to proceed with the [requisition process](#).

### Key Reminders for Advisors

- **Proactive Planning:** Review budget reports regularly to identify potential adjustments in advance.
- **Clear Communication:** Notify the Treasurer's Office promptly with details about the adjustment, specifying whether it is a reallocation or a budget increase.
- **Use of Monthly Reports:** Utilize the provided monthly budget reports to monitor balances and reduce unnecessary changes.
- **Collaborate When in Doubt:** Contact the Treasurer's Office when you are unsure.