

BSEP Planning and Oversight Committee

Proposed Guidelines for Budget Revisions occurring after Approval of Annual Plan

Background: During P&O Meetings in 2012-13, the question arose as to whether there should be guidelines for BSEP Budget Managers to be required or expected to return to the P&O Committee to present again, after a budget plan has been approved by the Committee.

Following is a proposal, amended after review by the P&O Steering Committee at its meeting on 10/1/13, and discussed by Steering Committee again on Oct 10-7-14.

A BSEP Budget Manager should return to the P&O Committee if:

- 1) There is a substantial change in the direction of the program or a significant component of the program such that a reasonable person would expect that this shift in direction is a significant departure from past practice or expectations, and/or
- 2) There is a significant change in the allocation of budgeted funds such that either:
 - a. There is a 10% increase or decrease in projected overall expenditures
 - b. The fund balance will be reduced by 15% more than previously projected.

If a proposed expenditure does not rise to the level of a substantial change in direction or allocation of funds as outlined in #1 or #2 above, but either requires a budget transfer or is not explicitly represented in the approved plan, the Budget Manager shall obtain the signature of the BSEP Director, who has the authority to approve minor changes without referring to the P&O Committee.

Since many revisions could take place in the summer months, or between scheduled meetings, the P&O Steering Committee may convene to consider budget revisions, and will report for ratification by the full P&O Committee at its next meeting.