

Quarterly Report Training
HSP Financial Forms

Form 436: Budget Modification Request

General Instructions:

A budget modification is a revised budget which restates the original budget and incorporates line item changes desired by the vendor to achieve a new approved budget.

- # A budget modification must be submitted for the following reasons:
 - the total of salaries, consultants and special payments changes by 3%
 - the cost of equipment changes by \$1,000
 - the cost of any line item changes by \$10,000 or 5%, whichever is greater
 - the Purchase of Service changes by the greater of 3% or \$2,000
 - the cost of renovation/remodeling changes by 10%
 - the estimated third party income changes by 5%
 - HSP has specified in the contract a condition requiring submission of a budget modification and that condition occurs
 - expenditures have been or will be made in an unbudgeted line item

- # Budget modifications may not request that funds be moved from administration to service or from service to administration.

- # Final budget modifications must be submitted no later than April 15th.

Page 436A (must be submitted)

- # Section I - Self explanatory

- # Section II - Current Budget and Proposed Budget
 - Current budget: Enter amounts that mirror the initial budget submitted with the contract or amounts appearing on the budget modification last approved by HSP; include all funding sources and total program budget.
 - Proposed Budget: Enter line item amounts for proposed budget; include all funding sources and total program budget

Page 436B Schedule of Salary Costs (submit only if salary line item is changed)

- # Enter new job, employee, etc. Total budget must equal total of Salary line item on 436A

Page 436C Schedule of Equipment Costs (submit only if equipment line item is changed)

- # Enter total of miscellaneous equipment costing under \$500 or list each equipment item costing over \$500 providing a description, justification and cost for each. CCHSP Funding and Total Program Budget must equal Equipment line item on 436A.

Page 436D Schedule of Consultant Costs (submit only if consultant line item is changed)

- # Enter individual consultant information requested. CCHSP Costs and Total Program Budget must equal Consultant line item on 436A.

Page 436E Anticipated Sources of Funding (must be submitted)

- # Enter sources of funding for program. Total Cash must equal Total Program Budget column of 436A.

