**Frequently Asked Questions about Budgets**

**Q: When is the budget justification due?**

**A**: There is technically no set due date for the budget justification to be turned in to your Rooted in Relationships Coordinator. However, this form must be received and approved by Rooted Staff prior to the release of any funding for the new year (which begins July 1st). It is recommended that a completed budget is turned in to staff by June 15th such that any questions to be asked and changes can occur prior to the new contract year beginning.

Current Budget Justification form and instructions can be found [**here**](https://rootedinrelationships.org/resources/process-guide/budget-and-reporting.html)**.**

**Q: How do we report our expenditures and request reimbursement?**

**A**: Each month you will need to fill out the Monthly Expenditure Report form. This form will be specifically tailored to each community with the approved budgeted amounts pre-filled. Monthly reports must reflect year-to-date expenditures. In addition to submitting your Monthly Expenditure Report, receipts, and invoices, you will also need to submit a detailed accounting ledger showing line item expenditures generated by your fiscal agent (instructions on what needs to be submitted each month can be found [**here.**](https://rootedinrelationships.org/file_download/inline/44420873-7072-4627-8ea4-da89395f46b6)) You are required to submit every receipt, invoice, and/or other supporting documentation of expenses requested for reimbursement. Pleaseretain these in your files. All reporting should be submitted online via WebGrants at <www.nebraska.dullestech.net/index.do>. Monthly reimbursements will be made based on the submitted Budget Expenditure form. Instructions on how to upload documents to WebGrants can be found [**here**](https://webgrants.collablinks.us/wp-content/uploads/2023/08/4.4-Uploading-Status-Reports.pdf)

**Q: Can an approved budget be modified?**

**A:** Yes,a budget modification can be requested by the Grantee during any period of the contract period. Please work with your Rooted TA prior to submission to ensure modifications are allowable.

Instructions for a budget modification request are as follows:

* If there are any changes on the approved budget form that exceed 15% of any line item, you will need to submit a formal budget modification request with updated Budget Justification. You can find a tab on the far right of the budget justification form where you should briefly explain why the modification is needed and how the change relates to the contractual Scope of Work and Work Plan. Please also update the Budget Justification (same document as the modification).

Current Budget Justification form and instructions can be found [**here.**](https://rootedinrelationships.org/file_download/8418ba38-5a32-42cb-a93d-3cdae3a7468e)

**Q: Who do I submit my budget modification to?**

**A: Budget modifications should be emailed to Molly Rosenberg at** mrosenberg@nebraskachildren.org **and** your Rooted in Relationships Coordinator**. Molly will work with your Rooted in Relationships Coordinator to receive approval and process your request. Once your request is approved, you will be sent a new Monthly Expenditure Report form with the updated amounts.**

**Q: What if we do not spend all the advance funds awarded to us in the contract period?**

**A: The unspent amount** remaining from the previous contract period will either be subtracted from the total allocable budget for the upcoming year or paid back to Nebraska Children and Families Foundation; the fiscal agent at your organization can decide which option is most desirable.