

## Frequently Asked Questions about Budgets

### **Q: When is the budget form and justification due?**

**A:** There technically is no set due date for these two forms to be turned into your Rooted in Relationships Coordinator. However, these forms must be received and approved by Rooted Staff prior to the release of any funding for the new year (which begins July 1<sup>st</sup>). It is recommended that these forms are turned into staff by June 15<sup>th</sup> in order for any questions to be asked and changes to be made prior to the new contract year beginning.

Current Budget and Budget Justification forms can be found [here](#)

### **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, 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](#).) You are **not** required to submit every receipt, invoice, or supporting documentation of expenses, however, you **must** retain these in your files. All reporting should be submitted online via WebGrants at [www.nebraska.dullestech.net](http://www.nebraska.dullestech.net). Monthly reimbursements will be made based on the submitted Budget Expenditure form. Instructions on how to upload documents to WebGrants can be found [here](#)

**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.

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. Budget modification requests should briefly explain why the modification is needed and how the change relates to the contractual Scope of Work and Work Plan. Please include an updated budget and budget justification form.

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

**A:** Budget modifications should be e-mailed to Zoe Streckfuss at [zstreckfuss@nebraskachildren.org](mailto:zstreckfuss@nebraskachildren.org) and your Rooted in Relationships Coordinator. Zoe 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 funds awarded to us in the contract period 2019-2020?**

**A:** The unspent amount remaining from the previous contract period will be subtracted from the total allocable budget for 2020-2021. Depending on the amount of unspent funds remaining, these funds will be designated as either all or part of the 2 months' worth of "up front" funds awarded. If the unspent amount exceeds 2 months of the overall budget, please discuss with RiR staff and a budget plan will be developed. A separate budget for carryover funds will no longer be required for remaining funds.

**Q: How much information do I put on the Budget Form and Budget Justification Form?**

**A:** You will only be required to fill in the total amount budgeted for each category in the **Budget Form** – this will be further broken down by line item in the Budget Justification Form. Please use the Budget Justification form to detail fund allocation per the instructions. If you need additional lines added to a section in the Budget Justification form, please reach out to your Rooted in Relationships coordinator and they can send you an updated document.

**Budget Justification Form**

DIRECT PERSONNEL					
WAGES					
<b>Instructions:</b> List each position by title. Show the annual salary rate and the percentage of time to be devoted to the contract. Compensation paid for employees engaged in project/contract activities must be consistent with that paid for similar work within Contractor's organization. List only the employees of the applicant organization; all other sub-contracted positions should be listed in the "Contract/Consulting" category.					
Position	Name	Annual Salary / Rate	Level of Effort	Total NCCF Funds	Total Match Funds
Coordinator	Example 1	\$20,000	0.25 FTE	\$5,000.00	
Staff	Example 2	15,000	0.10 FTE	\$1,500.00	
<b>TOTAL</b>				<b>\$ 6,500.00</b>	<b>\$ -</b>
<b>Justification:</b>					

**Budget Form**

Transfer the total amount for each budget category from the Budget Justification Form to the Budget Form. One line per category is all that is required thus reducing the number of budget modifications needed during the year. An example budget justification form can be found [here](#).

BUDGET ITEM	TOTAL PROGRAM BUDGET	NC FUNDS REQUEST	MATCH FUNDS	SOURCES
<b>Direct Personnel</b>				
<b>Wages:</b>				
<b>TOTAL Wages</b>	\$ 6,500.00	\$ 6,500.00		