

Rooted in Relationships

Budget Flow Chart

We have carryover

By June 30th, notify Caitlin Goin <cgoi@nebraskachildren.org> and your assigned Rooted coordinator at Nebraska Children via email that your community will have carryover. In the email please include an explanation of why funds were not expended during the reporting period, an approximation of the total to be carried over, and the date when the funds are expected to be fully expended.

Take the total award for the year and subtract your carryover amount.
Example: \$100,000 total budget - \$10,000 in carryover = \$90,000 new funds

Develop two budget justifications, one for the new funds and one for the carryover funds
Example: create one budget for \$10,000 in carryover and a separate budget for the \$90,000 in new funds

Take the total cost values from each large category of the budget justification and put them in the budget form. Do this individually for the carryover and the new funds. You should have 2 budget justifications and 2 budget forms.
Example: if the total for the personnel category is \$20,000 spread across multiple employees in the budget justification, only move the total \$20,000 to the personnel line on the budget form

Use the budget checklist, available in the process guide, to ensure that all expenses have been included in the budget and that all requirements are met.

Submit your budget justification(s) and budget form(s) to Caitlin Goin <cgoi@nebraskachildren.org> and copy your assigned Rooted coordinator at Nebraska Children.

The budget will either be approved or you will receive a request for revisions.

If there are any changes in the approved budget form that exceeds 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 changes relate to the original scope of work and include an updated budget form. Send the request to cgoi@nebraskachildren.org and copy your assigned Rooted coordinator at Nebraska Children

We do not have carryover

Develop a budget justification using the required form, that can be found in the process guide, for the total award for the year.

Take the total cost values from each large category of the budget justification and put them in the budget form.

Example: if the total for the personnel category is \$20,000 spread across multiple employees in the budget justification, only move the total \$20,000 to the personnel line on the budget form

Use the budget checklist, available in the process guide, to ensure that all expenses have been included in the budget and that all requirements are met.

Submit your budget justification(s) and budget form(s) to Caitlin Goin <cgoi@nebraskachildren.org> and copy your assigned Rooted coordinator at Nebraska Children.

The budget will either be approved or you will receive a request for revisions.