

# **GLOW WORKFORCE INVESTMENT BOARD POLICY**

**NAME OF POLICY:** GLOW WIB Budget Amendment Request Policy

**APPROVAL DATE:** Approved by GLOW WIB 6/21/11

**AMENDED:**

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A method to move funds in a budget is occasionally required due to program changes that cannot be foreseen when budgets are being created. This policy will set forth how this process will occur in the GLOW WIA.

**Definitions:**

**Operations:** that part of the budget that sets out employee salaries and benefits as well as those expenses needed to operate the agency such as rent, utilities, insurance, copying, supplies, etc.

**Services:** that part of the budget that sets out expenses that are used for participants in the programs provided. These expenses would be training tuition, support services, work experience, On the Job and Customized training, tutor costs, etc.

**POLICY:**

1. Movement of funds **within** the Operations or Services lines is permitted without approval of GLOW WIB and/or GLOW Youth Council but still must be sent to the WIB Manager and Grant Recipient for approval.
2. The GLOW WIB Manager and the WIB Chair will approve movement of funds from Operations to Services. If Youth funding is involved the Youth Council chair approval would also be required. Sign off by the GR to assure there are sufficient funds to move is required.
3. Movement of funds from Services to Operations will require a resolution by the WIB after approval by the Finance Committee and the Youth Council if Youth funding. Budget Amendments in this category should not exceed 10% within the program year. Sign off by the GR to assure there are sufficient funds to move is required.

**PROCESS:** Use the GLOW WIB Budget Amendment Form (attached)

**GLOW WIB BUDGET AMENDMENT FORM FOR ALL PROGRAM PROVIDERS**

Funding Category: Adult: \_\_\_\_\_ DLW: \_\_\_\_\_ Youth: \_\_\_\_\_  
 (Please check)

<b>BUDGET SUMMARY</b>			
<b>COST CATEGORY</b>	<b>WIA Funds Original Budget</b>	<b>Adjustment to Approved Budget</b>	<b>Revised Budget</b>
<b><u>OPERATIONS</u></b>			
Personnel Costs (Salary & Fringe)			
Rent, Utilities, Insurance, Supplies, etc.			
<b><u>SERVICES</u></b>			
Participant Wage and Fringe			
Participant Costs (i.e., Childcare, transportation of participants, uniforms)			
Training Tuition			
Work Experience, OJT, Customized Training, Tutoring, etc.			
<b>TOTALS</b>			

Name of Program Provider: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Explanation of Movement of Funds (describe changes): \_\_\_\_\_ Effective Date: \_\_\_\_\_

Program Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WIB Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Recipient Approval:  Yes  No Date: \_\_\_\_\_

WIB Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Youth Council Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Youth Only)

**Process:**

- Any amendments in Budgets of any kind should be sent to the GLOW WIB Manager 10 days prior to effective date at [mlhamm@co.genesee.ny.us](mailto:mlhamm@co.genesee.ny.us)
- Movement of Funds within Operations or Services requires the Grant Recipient Review and Approval and WIB Manager Approval.
- Movement of Funds from Operations to Services requires Grant Recipient Review and Approval, GLOW WIB Manager and WIB Chair Approval, and Youth Council Chair Approval (if youth funding).
- Movement of Funds from Services to Operations requires Grant Recipient Review and Approval, GLOW WIB Manager and WIB Chair Approval, WIB Finance Committee Approval, and Resolution by GLOW WIB and Youth Council (if youth funding). Amendments in this category should not exceed 10% within program year.