

PYRAMID LAKE PAIUTE TRIBE
BUDGET MODIFICATION AND AUTHORIZATION REQUEST

FUND CODE NUMBER: _____ FUND CODE NAME: _____

BUDGET PERIOD: _____ MODIFICATION #: _____

PURPOSE OF MODIFICATION: _____

REVISED BUDGET (format design example on the reverse side)
 Include a budget justification. If the revised budget will result in a change to the program, include a revised scope of work, copies of new or proposed job descriptions, and a narrative explaining the change to the program.

NEW BUDGET (format design example on the reverse side)
 Include a budget justification. Leave the Fund Code Number Section, above, blank. In the budget period, indicate the time period for the project. All new budgets require approval of the Tribal Council after going through the review process.

REQUIREMENTS:

- 1 Certain grants prohibit budget modifications over a certain percentage without written authorization and approval. If applicable, please submit a copy of the approval from the funding agency indicating acceptance of the budget modification.
- 2 All modifications MUST adhere to the actual funding amount provided to the program. If the modification exceeds the approved allocation for your program, then appropriate documentation must be attached indicating the source of additional revenue.
- 3 Budget modifications should reflect historical expenditures of a program and modification requests will be reviewed with historical figures to determine appropriateness of the modification. Should historical expenditures indicate that the modification will not cover the costs for a program, the modification will be returned for revision or supporting documentation.
- 4 Attach Funding Agency Approval (if applicable).

 Signature of Program Director _____
 Date

Program Director Supervisor	
Comments:	
Recommendation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor Signature: _____ Date: _____
Finance Department - Comptroller Review	
Comments:	
Recommendation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comptroller Signature: _____ Date: _____
Contracts/ Grants Review	
Comments:	
Recommendation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Administrator Signature: _____ Date: _____
Pyramid Lake Paiute Tribal Council Approval (for new budgets only)	
Date of Council Meeting: _____	
Council Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Tribal Secretary Signature: _____

Document Number: _____ Date Inputted: _____

BUDGET SPREADSHEET EXAMPLE

Explanation. All New and Revised Budget Request must attach a spreadsheet that follows this format. Failure to follow this format will result in the request and authorization being returned for corrections utilizing the proper format.

NAME OF PROGRAM
FUND CODE #000

Column 1	Column 2	Column 3	Column 4	Column 5
Line Item #	Line Item Name	Current Approved Budget Amount	Amount of Budget Revision	New Budget Amount
6000	Salaries	\$50,000.00	\$30,000.00	\$80,000.00
6500	Employer Paid Taxes	\$15,000.00	\$9,000.00	\$24,000.00
6565	Contracted Services	\$100,000.00	(\$35,000.00)	\$65,000.00
6705	Supplies	\$5,000.00	(\$4,000.00)	\$1,000.00
	Total Direct Costs:	\$170,000.00	\$0.00	\$170,000.00
6999	Indirect costs	\$12,950.00	\$0.00	\$12,950.00
	Total Budget:	\$182,950.00	\$0.00	\$182,950.00

Column 1: In this column, program directors need to indicate the line item number and names for each line item under the budget. All line items have to be included in the spreadsheet, regardless of whether there is a modification to a line item or not. For budget revisions, these line items are available on your Monthly Statement. For new budgets, please contact the Finance Department to receive a listing of available line item numbers and names.

Column 2: See instructions for Column 1.

Column 3: Under this column, program directors have to insert what their current approved budget amounts are for all line items (regardless whether they are being modified or not). This information can be found on the monthly financial statements sent to you from the Finance Department under the column titled "Total Budget". This column should not be completed for new budget requests.

Column 4: This is the column that program director's use to detail the amount that is being revised per line item. This includes increases, decreases, or no change to a line item. Insert the amount that you are adding or decreasing per line item (if no change insert \$0.00). The revision amount should not increase the total amount of the budget UNLESS you have received additional revenue. If there is additional revenue being added to the budget, documentation must be attached showing official approval and authorization for additional revenue to a budget. This column should not be completed for new budget requests.

Column 5: This column represents the revised budget amount after adjustments from Column 4 are calculated. For new budget insert the amount that is being placed into each line item and must also include documentation which authorizes the new funding amount (i.e., grant award document, Tribal authorization letter for additional funds).