

Budget Revision Grant Application Policy & Procedure

~~(Head Start/EHS only)~~

Policy No. 605



Policy

The annual budgets for PSESD Head Start ~~and ECEAP is~~ **must be** approved by the Policy Council ~~as outlined in the Administrative Timeline.~~ **Any Head Start or ECEAP grant applications must be approved by Policy Council.** In the event that substantial budget revisions are necessary, or additional grant application opportunities are available, provision **must** be made to gain timely approval by the Policy Council and/or the Executive Board.

It is the responsibility of the ~~Executive-designated~~ Director ~~or designee~~ to bring any substantial budget **or funding** revisions (**of \$50,000 or more**) to the Policy Council as soon as any spending variances are known, and before any substantial new expenditure is made.

~~Procedure for Substantial Budget Revisions~~

- ~~1. Substantial revisions may be brought at any time as needed for the Policy Council to consider.~~
- ~~2. Spending variances are defined as increases or decreases in the actual cost of a previously approved budget item. A new expenditure is a new cost (personnel, goods, or services) not previously included in a budget.~~
- ~~3. For the purposes of defining a substantial spending variance or substantial new expenditure, the figure of \$50,000 will be used. Any amounts less than this that are in keeping with performance standards and policies may be made without specific Policy Council approval.~~

~~Procedure for Emergency Grant Applications~~

- ~~1. Emergency grant applications are defined as grant opportunities, usually with imminent deadlines, which do not allow for the normal procedure for Policy Council approval.~~
- ~~2. In the event that the Grantee Director wishes to make such a grant application, he shall notify the Policy Council Chairperson, who will call a meeting of the Policy Council Executive Board to approve the grant application.~~

Policy Council Approval

~~In the event that the Policy Council Executive Board has approved either a substantial budget revision or a grant application, the full Policy Council will consider the matter at its next meeting. In the event that the Policy Council does not approve the budget revision and/or the grant application, the Policy Council and Administrative Team will work together to craft an agreeable alternative.~~

~~(PROCEDURE MOVED TO ITS OWN DOCUMENT TO BE CONSISTENT WITH OTHER POLICES)~~

Approved by Head Start Policy Council: May 21, 2013
Approved by Board of Directors: To be approved

Head Start Act: 642, 644
Head Start Performance Standards: 1304.50