

Budget Revision with Transfer of Funds

Fiscal Year		Funding Source		Effective Date of change (AOC Use Only)
Grantee:				
Name of Program:				
Address:				
Phone:		Fax:		
Name of individual submitting:				
				Date:
Category	Original Budget	Revised Budget		
Professional Services:			Transfer to:	
• Counseling			Transfer from:	
• Residential/Housing (Mental Health Courts Only)			Date:	
• In-Patient Residential (28 day with contract)			Amount:	
Drug Testing/Supplies, etc.			Transfer to:	
Drug Testing Equipment			Transfer from:	
Drug Testing Confirmation			Date:	
Electronic Monitoring			Amount:	
Salary & Benefits- (exclude City and County paid positions)			Transfer to:	
• Drug Court Coordinator			Transfer from:	
• Case Manager			Date:	
• Drug Tester(s)			Amount:	
• Case Worker			Transfer to:	
• Other:			Transfer from:	
Operating Expenses, office supplies, postage, telephone, printing, copying, etc. (Maximum \$1,200 per year)			Date:	
Bus Passes and/or Taxi Vouchers (Maximum \$5,000 per year)			Amount:	
Incentives, Gift Certificates, \$5-\$15 value, tokens, books, cookie, cake, pizza and haircuts (Maximum \$2,500 per year)			Transfer to:	
Basic Needs (clothing, haircuts, hygiene products)			Transfer from:	
Housing with case Manager (Maximum \$20,000 per year)			Date:	
Housing (Motel, Apartment, Etc.)(Maximum \$10,000 per year)			Amount:	
Acquiring necessary capital goods or using appropriate technology			Transfer to:	
Studying the Management and operations of the program			Transfer from:	
Other (describe):			Date:	
TOTAL	\$ -	\$ -	Amount:	

The above grantee is hereby revising their allocation based on the amount of funding received. The grantee understands that the amendment can not exceed the original budget request. This request is only a request to revise the original budget submitted. The grantee may shift funds from one category to another as long as it is within the scope of the project. The Administrative Office of the Courts may request a written explanation. By signing below you agree with the intent of the budget revision. Action should not be taken until this revision has been approved by the Specialty Court Program Analyst. The original budget revision summary will be returned to the grantee.

APPROVED BY:

Specialty Court Judge/Chief Judge

Date

AOC Specialty Court Program Analyst Date

Budget revision summaries will be approved within 30 days of receipt. The grantee will receive a copy of the approved request. Programs should not act upon the budget revision until the request has been approved. If you have any questions, please contact Linda Aguire, AOC Specialty Court Program Analyst, 775-684-1780