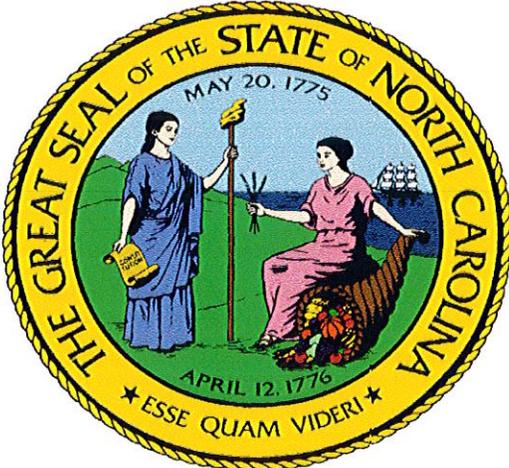


NORTH CAROLINA DEPARTMENT OF ADMINISTRATION

POLICIES AND PROCEDURES

BUDGET REVISIONS



STATE OF NORTH CAROLINA	SUBJECT:	
DEPARTMENT OF ADMINISTRATION	BUDGET REVISIONS	
INTERNAL POLICY	TAB Fiscal Administration	NO. FA - 001

Purpose:

To establish a system for the revision of the authorized budget.

Policy Statement:

Responsibility of Division

1. Director determines need for budget revision.
2. Identifies accounts for reallocation. May seek technical assistance from Budget Analyst in Fiscal Management.
3. Prepares Budget Revision Request form BUD001 and forwards to Office of Fiscal Management requesting a budget revision. This memo should include:
 - a) Whole dollar amounts and company, account and center lines to be increased or decreased.
Note: Total increases must equal total decreases.
 - b) Justification or reason for proposed reallocation.

Responsibility of Fiscal Management

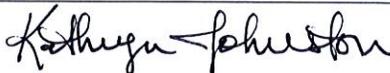
4. Prepares budget revision for submission to Office of State Budget.

Responsibility of State Budget/Budget Analyst

5. Approves/disapproves and returns to Fiscal Management.

Responsibility of Fiscal Management

6. Budget Analyst notifies Division Director of approval or denial of budget revision.

Approved by the Secretary of Department of Administration:	 Kathryn Johnston
Approval Date:	Version : FA - 001 (V.1) – 07/1/2016
Effective Date:	
Revision Date:	

THIS POLICY SUPERSEDES ALL PREVIOUS BUDGET REVISION POLICIES