

Tool 11

Amendments

FEBRUARY AMENDMENTS

The first official budget amendment period is February of each year. Please use the following naming conventions described below:

- All line items that are new must begin their description with the **FEB-Amend-New**.
- All line items that are revised must begin their description with the **FEB-Amend-Modification**.

MAY AMENDMENTS

The second and final official budget amendment period is May of each year. Please use the following naming conventions described below:

- All line items that are new must begin their description with the **May-Amend-New**.
- All line items that are revised must begin their description with the **May-Amend-Modification**.

All Amendments must follow this protocol (see examples provided below):

- Begin line item description with **FEB-Amend-New** or **FEB-Amend-Modification** or **MAY-Amend** or **May-New**
- Indicate if line item is "New." If new, then provide explanation as always **May-Amend New**: Provide teachers with iPads to further support 1:1 initiative. Cost per iPad is \$230.00 for 16 Teachers. Total new item \$3680.00
- Indicate if line item is being "Modified." If modification is occurring, then specify how the modification differs from the originally approved line item. Provide students with iPads to support 1:1 technology initiative. 230 students at \$230.00 per unit. Total \$52,900. **May-Amend Modification**: Unit price decreased by \$5200.00 due to bulk order discount. New total \$47,700.00

CHANGES OUTSIDE OF THE AMENDMENT WINDOW

Changes or amendments to your budget may be preapproved. Preapprovals will always be sent via email. Be sure to keep a copy of any preapproval as evidence for fiscal audits. If MEGS+ is opened for you to make changes begin each description with the actual date of the change. i.e. 03.14.2016. You may also want to include language like: Preapproved 2.16.2016. This will save time in reviewing your requests.

ATTACHMENTS

All attachments must begin with the date i.e. **08.21.2015**. Each attachment must be followed by the title of the document i.e. **Merit Pay, After School Enrichment**. If your district has more than one School Improvement Grant the name of the school should follow the title. For example your document could look like the following: **08.21.2015–Merit Pay–ABC Academy**