



# Office of Victim Services

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## NEW YORK STATE OFFICE OF VICTIM SERVICES BUDGET AMENDMENT REQUEST GUIDELINES

**NOTE:** Programs are advised to discuss all prospective budget changes with their assigned Program Auditor before preparing and submitting amended budgets and prior to incurring costs.

Programs are expected to execute their approved contract budgets, however, OVS allows a certain degree of latitude in re-budgeting within and between budget categories to meet unanticipated needs. All requested changes to budgets must be pertinent to the original project scope. If the budget reallocation request results in a substantial change in your program's scope, **it may be denied**. For example, if you have experienced turnover in personnel and would like to move money from personnel to equipment to purchase computers, OVS may question your request for additional computers given that you have fewer personnel and deny the request.

Budget amendment requests should be submitted for any change **30 days** prior to that change taking effect. Programs are limited to **two** budget amendment requests and **one** One-Time-Only \$1,000 Rule transfer during each grant year. A denied budget amendment request would count towards your two requests. Final budget amendment requests must be submitted by August 31 of the budget year. Budget amendment requests submitted with the final FCR will not be accepted. There is no limit on transfers within budget categories which do not require prior approval.

### **BUDGET AMENDMENT REQUEST REQUIRED**

#### **SALARIES**

A budget amendment request is required if a program wishes to transfer funds among OVS-funded positions or change the level of funding for any OVS and/or Match funded position.

**NOTE: If one salary line is over and another salary line is under, it is not allowable to offset one line against another. Should offsetting one line against the other occur, the amounts will be disallowed. Programs may only charge up to the budgeted amount for each position.**

Additionally, a request must be submitted if a new position is added to the budget. If positions are added to the budget, the program must first discuss the prospective changes with their Program Monitor and Program Auditor before the costs are incurred.

A detailed explanation must be provided for any accrued savings due to vacant positions. This includes explanations for temporary leave, resignations or the basis for employee terminations. Simply stating a vacancy has occurred is not sufficient.

### **TRANSFER OF FUNDS BETWEEN BUDGET CATEGORIES**

The transfer of funds between budget categories requires a budget amendment request to be submitted (ex., from Salary to Operating Expense).

### **ONE-TIME-ONLY \$1,000 RULE**

Once during the budget year, programs may transfer up to \$1,000 from one or more Non-Personal Services line items to other Non-Personal Services line items. The request may be submitted after the costs are incurred but no later than the date the Fiscal Cost Report (FCR) is due for the quarter during which the transfers are made. Generally, programs will not be permitted to transfer amounts initially budgeted for travel to attend OVS-sponsored events and regional trainings. A Budget Amendment Request form must be completed for the transfer.

### **BUDGET AMENDMENT REQUEST NOT REQUIRED**

### **SALARIES**

Actual gross annual salaries for funded positions may change from those in the approved budget without requiring a change in the OVS-funded amount. This ordinarily results in a lower percentage of salary funded by OVS. A budget amendment request is not required in these instances provided there is no anticipated reduction in the level of services to be provided by the funded position.

If actual gross annual salaries change but a change in OVS funds is not requested, a revised salary page is required indicating the new gross annual salary for the position and the new percentage funded by OVS. A revised salary budget page reflecting the changes must be submitted with the next FCR for the quarter during which the change occurred.

### NON PERSONAL SERVICES CATEGORIES

Programs may transfer OVS funding among previously approved budgeted line items within all categories excluding Personnel Salaries (ex. Fringe, Travel, Operating Expenses) without limit as to the amount and without prior approval. This is allowable provided no new line items are added and the total amount budgeted for the category does not change. Generally, programs will not be permitted to transfer amounts initially budgeted for travel to attend OVS sponsored events and regional trainings.

If new line items are added to accommodate the transfer of funds within a budget category, a revised budget page reflecting line item changes must be submitted with the FCR for the quarter during which the transfers are made. The program must also provide a brief written justification signed by an appropriate authorized program representative.

### BUDGET AMENDMENT REQUEST PROCEDURE

The following items must be forwarded to the Program Auditor for review and approval before the costs are incurred: (1) a written justification clearly explaining the need for the proposed transfers, (2) a Budget Amendment Request form signed and dated by both a fiscal and a program representative, and (3) revised budget pages reflecting the proposed changes, including the summary page of the budget form.

### BUDGET AMENDMENT REQUEST LIMITS

Programs are limited to **two Budget Amendment Requests** and one One-Time-Only \$1,000 Rule during each grant year. Final budget amendment requests must be submitted by August 31st. Budget amendment requests submitted with the final FCR will not be accepted. There is no limit on transfers within budget categories not requiring prior approval.