



c/o Aging Division, Community Living Section  
Wyoming Department of Health  
6101 Yellowstone Road, Suite 186A  
Cheyenne, WY 82002  
(307)777-7986  
<http://www.health.wyo.gov/aging/wssb/>

## POLICY NOTICE

Reference: Budget Revisions

Policy Number: WSSB-091611- 11

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and contractors regarding budget revisions.

### Policy:

- Beginning on July 1, 2014 any modifications in a budget's expenditure categories exceeding twenty-five percent (25%) of the total grant amount or adding an expense item not included in the original grant will require a grant revision and must be approved in advance by the WSSB but will not require a contract revision with the State of Wyoming.
  - A written letter of request and explanation must be submitted to the WSSB Chairperson by April 25<sup>th</sup> of the relevant year.
    - The following must also be submitted:
      1. A copy of the original grant's or grants' Budget Page marked "Original" at the top of the page.
      2. A copy of the revised grant's or grants' Budget Page/s marked "Revised" at the top of the page.
- One of the following individuals from the senior center applicant shall be in attendance at the meeting at which its Budget Revision will be considered for approval: Senior Center Director, Senior Center Board Officer or Board appointee. The attendee will be asked to present a short

synopsis of the necessity for the Budget Request and may be asked questions pertaining to the revision request.

- Beginning on July 1, 2014 any modifications to an approved budget less than twenty-five percent (25%) of the original budgeted amount in an expense category require:
  - A written letter of explanation shall be submitted to the WSSB Chairperson and to the assigned WSSB representative of the requesting eligible senior center.
  - No Board action is required.

This policy was initially approved at the Wyoming Senior Services Board meeting on March 1, 2013.

This policy was reviewed and revised at the Wyoming Senior Services Board meeting on March 25, 2014.

This policy was reviewed and revised at the Wyoming Senior Services Board meeting on October 10, 2014.

This policy was reviewed and revised at the Wyoming Senior Services Board meeting on April 30, 2015.