

Guidelines for Budget Amendments



The following table is intended to help answer questions about when to request a GEAR UP Iowa Budget Amendment.

GEAR UP Iowa Budget Amendments	
Reason for Amendment	Example
Adding a Service or Activity	<ul style="list-style-type: none">• Campus visits were not part of the original budget and they need to be added mid-year• The district/school decided to hire a GEAR UP Advisor after the budget was approved without the position
Changing a Service and/or Moving Funds from One Category to Another	<ul style="list-style-type: none">• Tutoring attendance is lower than expected and the tutoring budget will not be fully spent• The summer school program will cost more than expected so funds need to be added to the budget line• Moving \$1,000 from the "Salaries & Wages" category to the "Materials & Supplies" category
Deleting a Budget Line	<ul style="list-style-type: none">• A budgeted cultural trip to visit a museum has been cancelled• A career fair budgeted for the current year has been rescheduled for the following year

Additional Information:

- CARTeams must approve significant (more than \$1000) changes to the budget. If a CARTeam meeting has not been scheduled yet, please contact members via email and request feedback and/or approval from the majority of the CARTeam.
 - Please retain this approval in your file.
- It is not necessary to make an amendment for budget changes totaling less than \$500 as long as the change is within the same budget category.
 - You have \$300 left in budgeted office supplies and want to use it for tutoring materials. Both budget lines are within the Materials and Supplies category so no amendment would be required.
- Please contact the GEAR UP Iowa Project Coordinator anytime you are unsure if an amendment needs to be made.