

QUARTERLY REQUEST TO REVISE BUDGET DETAIL WORKSHEET

**COURT INNOVATIONS GRANT PROGRAM
QUARTERLY REQUEST TO REVISE BUDGET DETAIL WORKSHEET**

This *Quarterly Request to Revise Budget Detail Worksheet* should be completed on a quarterly basis if one of the following occurs regarding Court Innovations Grant Program funds: (1) your court desires to move funds from one fiscal year to another fiscal year; (2) in the last quarter, your court used funds from one or more budget categories for other category purposes; or (3) your court desires to move funds from one or more budget categories to other budget categories for future expenditure purposes. Please provide the requested information for the budget categories affected by your revisions on the following worksheets. If no change is being requested, you do not need to complete this form.

**Request to Move Funds from One Fiscal Year to Another Fiscal Year
(Only Complete Worksheet for Budget Categories Affected)**

Budget Category	Funds Being Moved	Fiscal Year (Pre-Revision)	Fiscal Year (Post-Revision)	Reason for Revision
SALARIES				
BENEFITS				
EQUIPMENT				
INSTRUCTIONAL MATERIALS				
OFFICE SUPPLIES				
TRAVEL				
TRAINING				
CONSULTANTS/CONTRACTORS				
INDIRECT COSTS				
OTHER COSTS:				

**Request to Move Funds from One Budget
Category to Another Budget Category
(Only Complete Worksheet for Budget Categories Affected)**

Budget Category	Total Budgeted (Pre-Revision)	Total Budgeted (Post-Revision)	Relevant Fiscal Year	Reason for Revision
SALARIES				
BENEFITS				
EQUIPMENT				
INSTRUCTIONAL MATERIALS				
OFFICE SUPPLIES				
TRAVEL				
TRAINING				
CONSULTANTS/CONTRACTORS				
INDIRECT COSTS				
OTHER COSTS:				

The Judicial Council will decide whether to accept or reject this *Request to Revise Budget Detail Worksheet*. As stated in the *Request for Applications*, the Judicial Council anticipates that projects may encounter unexpected challenges or opportunities that require a change in plans, including changes in timing or resource allocation. The Judicial Council therefore created this form to allow courts to update their budgets. After it receives this form, the Judicial Council will notify your court whether it accepts the requested revisions. If it does not, the Judicial Council will work with your court to help provide flexibility while also ensuring that funds are properly allocated and spent. Should you have any questions regarding budget revisions, please do not hesitate to contact your grant manager at the Judicial Council.