

# How to Handle Adjustment of the FY10 Budget in CIMS

Instructions

September 2009



Resource Development and  
Contract Management Team

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## INTRODUCTION

This document contains information and guidance for adjusting the FY10 Family Connection grant budget. In July 2009, Governor Sonny Perdue instructed the agencies to reduce state funds due to declining tax revenue collections. This instruction took effect immediately and resulted in the Family Connection FY10 county grants being reduced to \$46,075 per county.

This grant reduction requires the adjustment of the FY10 collaborative budget currently in the Collaborative Information Management System (CIMS). These adjustments are needed to align the collaborative budget with the revised grant amount prior to the submittal of the FY10 First Quarter Reimbursement Request.

The budget adjustments apply to collaboratives that have Department of Human Services (DHS) contracts and for collaboratives that have county Department of Children and Services (DFCS) fiscal agents.

## IMPACT ON FIRST QUARTER REIMBURSEMENT

Until your budget adjustment is entered and approved in CIMS, we will not be able to process any First Quarter requests for reimbursement.

## ADJUSTMENT OF CIMS BUDGET

Please implement the following steps as soon as possible to ensure the collaborative budget reflects the current total of \$46,075.

- 1) Review the approved FY10 grant budget currently shown in CIMS:
  - log onto [cims.gaafcp.org](http://cims.gaafcp.org).
  - go to the **Planning Center**, choose **Annual Plan**, and
  - click **Edit** next to the **Budget Proposal** section.
  
- 2) Reduce the budgeted funds in the appropriate Expense Categories to ensure the budget total does not exceed \$46,075:
  - click on the **Budget Proposal Wizard** on the right side of your screen,
  - click **Next** until you identify the budget category that requires an adjustment,
  - click the **blue text** that describes the position, product/service that requires editing,
  - place your cursor in the appropriate textbox, edit your budget amount, and click the **blue Save** when that item amount is corrected.
  - click **Next** to move through all of the budget categories, repeating steps above as needed. Click **Finish**.
  - change the section status from **In Progress** to **Complete**.
  
- 3) Return to the **Annual Plan** screen to visit the **Collaborative Governance** and **Function** and **Program/Activity** sections to make appropriate changes to those sections. Change the status of each of these sections to **Complete**.

- 4) Submit the budget adjustment
  - click **Run** next to the **Final Check**,
  - correct errors accordingly, and
  - click **Submit FY10 Budget Adjustment**.
  
- 5) Once the Budget Adjustment has been submitted in CIMS, your revised plan will be reviewed. When you receive an email from CIMS that your plan has been approved, please:
  - return to the Annual Plan section in CIMS,
  - print copy of new budget adjustment by clicking on the words **Print Signature Page** in the upper right hand corner of the screen,
  - have collaborative fiscal agent and chair sign the new budget,
  - make a copy of the signed budget adjustment for the collaborative's and the fiscal agent's files,
  - mail new adjusted budget with original signatures to GaFCP at following address:

Contract Manager  
Georgia Family Connection Partnership  
235 Peachtree Street – Suite 1600  
Atlanta, GA 30303-1422
  
  - ensure the collaborative is informed about the adjusted budget.

#### **DEADLINE**

The deadline for the budget adjustment is **Sept. 21, 2009**. This date will allow us to review the budget adjustments and Annual Plans by the end of September. The budget adjustments and plan reviews will be handled on a first entered, first reviewed basis.

Until your budget adjustment is approved in CIMS, we will not be able to process any First Quarter requests for reimbursement.

#### **TRAINING**

The review of the budget adjustment process will be included in the Sept. 14 GaFCP Web conference, which was announced by an earlier email to FY10 Family Connection collaborative coordinators, chairs and fiscal agents.

#### **INFORMATION ASSISTANCE**

If you have questions with the budget adjustment, please call the Georgia Family Connection Partnership Contract Manager at 404.527.7394. If you need assistance with the use of CIMS, please send an email describing your need to [cims@gafcp.org](mailto:cims@gafcp.org).

