



Ramiro Sendejo <ramiro.sendejo@da.co.hidalgo.tx.us>

Fwd: 1987049 Hidalgo County Criminal District Attorney's Office - VCLG - FY 2019 Initial Budget and Budget Adjustment Instructions

1 message

Rosalinda Cantu <rosalinda.cantu@da.co.hidalgo.tx.us>
To: "sendejo, ramiro" <ramiro.sendejo@da.co.hidalgo.tx.us>

Fri, Aug 24, 2018 at 11:10 AM

Please see email below.

Sincerely,

Rosalinda Cantu

HR Coordinator/ Office Administrator
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Office of the Criminal District Attorney
100 E. Cano, Courthouse Annex III, 2nd Floor
Edinburg, Texas 78539
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----- Forwarded message -----

From: **Bandera, Brandy** <Brandy.Bandera@oag.texas.gov>
Date: Fri, Aug 24, 2018 at 11:05 AM
Subject: 1987049 Hidalgo County Criminal District Attorney's Office - VCLG - FY 2019 Initial Budget and Budget Adjustment Instructions
To: rosalinda.cantu@da.co.hidalgo.tx.us <rosalinda.cantu@da.co.hidalgo.tx.us>, ramon.garcia@co.hidalgo.tx.us <ramon.garcia@co.hidalgo.tx.us>, arcy.duran@auditor.co.hidalgo.tx.us <arcy.duran@auditor.co.hidalgo.tx.us>
Cc: Reyes-Salinas, Helen <Helen.Reyes-Salinas@oag.texas.gov>

Dear Grantee

My name is Brandy Bandera and I will be your Finance Specialist for your FY 2019 grants.

Attached to this email is:

- Your agency's Fiscal Year 2019 initial Detailed Budget
- The FY 2019 Budget Adjustment Request Form
- The FY 2019 Budget Adjustments and Changes Instructions
- Grantees Allowable Costs Reference Guide-Budget Categories
 - Resource for allowable line items for each budget category and how those items should be listed on your Budget.
- Standard OAG Crime Victim Services Ineligible Costs and Activities
 - Resource for which costs and activities are not allowable on OAG Crime Victim Services Grants.

Your agency's Fiscal Year 2019 Detailed Budget which was derived from your current FY 2018 budget approved by the Office of the Attorney General (OAG). You will notice under the Other Direct Operating Expenses category, there may be a new line item called "Reallocated Funds". These funds need to be reallocated to an approved category as needed for your agency.

In order to make changes to the reallocated funds or to make any other changes, a revised budget must be submitted to your grant manager. Please refer to the attached FY 2019 Budget Adjustment and Change Instructions for details on how to complete the budget adjustment.

Important note:

- If changes are not necessary, email the Detailed Budget to your grant manager, indicating **no changes are warranted**.

Budget

1. Review your Agency's FY 2018 approved budget to identify needed revisions.
2. Add or replace staff positions for FY2019 under "Salary" and "Fringe". Submit job descriptions for new staff positions with the revised budget.
3. Add new line items to the appropriate budget category. Provide justifications for new line items in the Grant Budget Adjustments and Changes Request Form.
4. Unless you have a previously approved exception, a minimum of 75% of the budget total must be allocated to the salary and fringe budget categories.
5. The "Total Budget" amount for FY 2019 must match the amount listed on your FY 2019 grant contract.
6. Save your updated budget using the following file format: grant # Agency Name FY 2019 Budget (i.e. 1990000 XYZ Organization FY 2019 Budget).
7. Submit your Detailed Budget and Grant Budget Adjustment and Changes Request form to your grant manager via email.

We ask that you carefully read and follow the attached instructions, as the Budget Adjustment template has changed.

Invoice and Financial Status Report (FSR)

Your agency's individualized invoice, FSR, and instructions on how to fill out the forms will be sent when your revised budget, as discussed above, has been approved.

Any budget questions may be directed to either your grant manager and/or finance staff.

Thank you,


Grants Administration Division


NOTE: Although approved budgets will not be released until contracts are executed by the Office of the Attorney General, the Contracts and Asset Management Division is facilitating the review of your budget early. This will allow the OAG to provide you with the reporting forms promptly.

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5 attachments

 **FY 2019 Budget Adjustment Request Form.xlsx**
20K

 **FY 2019 Budget Adjustments and Changes Instructions.pdf**
419K

 **Grantees Allowable Costs Reference Guide- Budget Categories.pdf**
194K

 **Standard OAG Crime Victim Services Ineligible Costs and Activities.pdf**
172K

 **1987049 Hidalgo County Criminal District Attorney's Office.xlsx**
23K