

Month: \_\_\_\_\_

Chapter: \_\_\_\_\_

### BUDGET ADJUSTMENT SHEET

Amount	INCREASE-Acct	DECREASE-Acct	Reason
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	
\$	#	#	

By voting to approve the budget, the members give the vice-president: finance permission to spend the chapter's finances according to the budget. The vp: finance does not have the authority to spend funds that are not budgeted. However, the vp: finance is permitted to make adjustments to the budget. In order to increase an account, a reduction of another account must be made. This type of adjustment does not change the total expenditure of the budget.

If your Regional Finance Specialist, RFS, deems this request unacceptable, it will be returned UNPROCESSED. If you have any questions regarding adjusting budgeted figures, please do not hesitate to call your RFS.