

**SECTION: Financial Management****SUBJECT: Annual Submission of WIC Local Agency Budget****POLICY**

Each WIC local agency shall submit an annual budget.

**Budget preparation**

- Compute itemized estimates, based on assigned caseload, for the coming fiscal year starting October 1.
- Complete the WIC program budget form.
- Submit the completed budget to the WIC state agency each fiscal year by **June 1**.

**Guidelines for budget preparation**

The budget preparation form divides all planned expenses into the four major areas:

1. General administration
2. Client services
3. Nutrition education
4. Breastfeeding

The actual "budget" is twelve separate dollar figures; one for each line item, representing the total planned expending for all four of the program areas combined.

**Budget modifications**

The WIC state agency must approve, in advance in writing, all budget item modifications from the contract budget, which bring the running total of revisions in excess of 10% of a line item.

For line items of \$5,000.00 or less, modifications of amounts up to \$500.00 shall be forwarded to the WIC state office in writing.

All budget modification requests must be received by the WIC state agency by the end of the fiscal year (**September 30**).

Submit requests in writing with full justification. Keep and file a copy of the request and the approval.