

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.