

# Title III, Part A Budget Amendment Flowchart

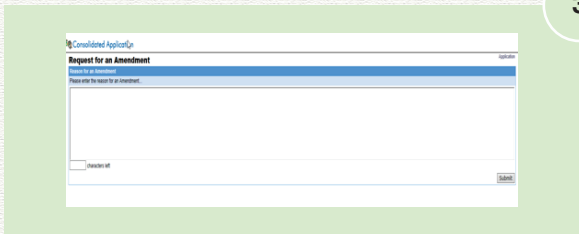
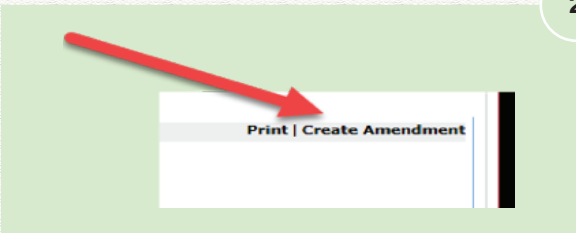
Does your previously approved budget need to be changed/amended?  
(After initial budget approval, any transfer of funds from one function or object code to another requires an approved budget amendment. An amendment is also required after carryover funds have been added.)

YES

NO

1  
In the most recently approved Title III-A budget in the consolidated application, click on the button in the upper right that says "Create Amendment".

Implement the approved budget



4  
Enter the reason for the amendment. Then enter the necessary revisions within the budget. Must write the word AMEND INCREASE or AMEND DECREASE or AMEND NEW in the Budget Line Item Description and specify why the increase or decrease. Revised budget line items cannot remain the same in an amended section.

7  
Once the amendment has been approved by the GaDOE, notify the LEA finance office of the amendment so records can be updated.

6  
Submit the amendment for Superintendent and GaDOE approval.

5  
Changes must be supported in the CNA/DIP and align to the EL Program Plan (NOTE: You will need to update the EL Program Plan if major changes are made to the original budget).

## NOTES:

- Amendments are subject to a comprehensive review process, including the original budget.
- Amendments may be submitted until the end of the federal fiscal year (Sept. 30).