

c/o Aging Division, Community Living Section Wyoming Department of Health 6101 Yellowstone Road, Suite 186A Cheyenne, WY 82002 (307) 777-7986

http://www.health.wyo.gov/aging/wssb/wssb.html

POLICY NOTICE

Reference: Budget Revisions

Policy Number: WSSB-091611-11

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and contractors regarding budget revisions.

Policy:

- Any modifications to an approved budget exceeding ten percent (10%) of the original budgeted amount in an expense category must be approved in advance.
 - $\circ~$ A written letter of request and explanation must be submitted to the WSSB Chairperson by April 25th of the relevant year.
 - The Chairperson of WSSB and the assigned WSSB representative of the specific senior center will notify the requesting eligible senior center of the Board's decision.
- Any modifications to an approved budget less than ten percent (10%) of the original budgeted amount in an expense category:
 - A written letter of explanation shall be submitted to the WSSB Chairperson.
 - o No Board action is required.

Approved by:		
Signature on File Mary Jo Maxfield-Cox, Chair		
Signature on File Ky Dixon, Vice Chair		09/23/2011 Date:
Reviewed:	Date:	