



LEECH LAKE BAND OF OJIBWE ACCOUNTING DIVISION

Robert Washington, *Chief Financial Officer*

Kyle Applebee, *Controller*

Charity Veaux, *Assistant Controller*

Shannon Budde, *Acct./Compliance Manager*

Instructions for Budget Modification Request

1. **Complete the Form:**
 - Fill out the Budget Modification Request Form.
 1. If wage adjustments are required, provide a detailed justification for HR review. Ensure the form receives HR approval before submission.
 2. For HR Approval email form to HRreview@llojibwe.net
 - Email the completed form to llbobudgets@llojibwe.net.
2. **Receive Budget MOD Template:**
 - After submitting the form, you will receive a Budget MOD template via email from Accounting Staff no later than 3 business days. This template will have the necessary information prepopulated by the accounting staff.
3. **Complete MOD Timeline:**
 - MOD's must be completed within 5 business days of receiving the prepopulated template from Accounting Staff.
 - Accurately completed MOD's will be accepted up to 2 business days prior to the scheduled budget meeting.
4. **Complete the MOD Template:**
 - Make the necessary changes in the columns labeled "Increase/Decrease" WHOLE \$'s ONLY
 - Ensure wage changes are detailed in the additional lines on the tab labeled "Wages".
 - Review your work for accuracy:
 1. Total Revenue and Expenses Balance.
 2. YTD Balance After Revisions tab must leave you with operating funds to finish the year, a negative dollar amount will not be allowed.
 - Fill out the justification tab in detail.
5. **Submit for Review:**
 - Submit the completed excel version of the MOD template to your Staff Accountant for review.
6. **Accuracy Review:**
 - The Staff Accountant will review the template for accuracy.
7. **Signature Process:**
 - Once the template is confirmed accurate, the Accounting Staff will send the file through Adobe for signatures.
8. **Budget Committee Meeting:**
 - Budget Committee Meeting invite will be sent to Division Director and Program Manager.
 - The Division Director is required to present MODs for their entire division at the budget committee meeting.
 - Alternatively, the Division Director can appoint one staff member to represent them at the meeting.
9. **Budget Mod Approval:**
 - Budget Committee approves or requests changes to the budget modification.
 - Accounting Staff presents all approved mods to the RBC for approval.

LLBO BUDGET MOD PROCESS FLOWCHART

1. Complete the Budget Mod Request Form

- Fill out the form
- Wage Adjustments- Seek HR approval prior to requesting Budget MOD
- Email it to the Staff Accountant



2. Receive Budget Mod Template:

- Get the prepopulated template from Accounting Staff within 3 business days



3. Complete the Mod Template:

- Finish within 5 business days (Accepted up to 2 business days before the meeting)
- Adjust "Increase/Decrease" columns
- Detail wage changes in "Wages" tab
- Review for accuracy and fill justification



4. Submit for Review:

- Send the completed Excel template to the Staff Accountant
- Staff Accountant checks for accuracy



5. Signature Process:

- Accounting staff sends PDF file through Adobe for signatures



6. Budget Committee Meeting:

- Accounting staff invites staff listed on the request form
- Director or delegated staff presents the mod



7. Mod Approval:

- Budget Committee approves the mod and recommends RBC Approval
- Accounting staff presents budget mods as amendment for RBC approval.



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LEECH LAKE BAND OF OJIBWE BUDGET MODIFICATION REQUEST FORM

Contact Information:

Requested By: _____ Request Date: _____

Email: _____ Phone #: _____

Division Director: _____

Staff Accountant: _____

Program Information:

Program Number(s): _____

Contract Start Date(s): _____

Contract End Date(s): _____

Signature: _____

Position/Employee Name or Vacant	Current Budget Hours	Proposed Budget Hours	Current Budget Rate of Pay	Proposed Budget Rate of Pay	Brief Detail of Changes

HR Approval:

HR Signature: _____ Review Date: _____

Comments: _____