

## Budget Review FAQ

Last revised: April 3, 2024

1. Why are we doing a budget review and reforecast?

We are doing a budget review and reforecast to ensure that our projections for the rest of the year are accurate and aligned with our goals and objectives. By reviewing our Q1 budget and making any necessary revisions, we can ensure that we are on track to meet our financial targets for the year.

2. What should I do if I have questions about the budget review and reforecast process?

If you have any questions or concerns about the budget review process, please don't hesitate to reach out to a member of the Global Finance or Program Finance Team.

3. How do I budget for new funders?

If you had previously budgeted activities under the Funder "99x: Funding to be Secured" and have now secured funding, your overall program budget may not change. You'll simply need to revise the funder code from 99x to the new, secured Funder. IDC at the agreed rate on the new funder will need to be included. Please liaise with Sopeter if the new funder code is not available on the budget template. If the new Funders are funding new activities that weren't previously budgeted, your overall budget envelope should increase.

4. What personnel changes should be captured?

There may be new hires, departing staff, or salary adjustments. These should all be captured in the budget review—details of the new salaries for existing staff will be in the salary template to be provided. Any new positions, anticipated positions, or closed positions should also be captured in the budget review. An updated salary schedule and budget review materials are provided. Please use the latest salary information found there.

5. Do I need to provide only the changes to the budget or the full budget all over again?

The full budget is needed again. You can revise your original budget for the prior period(s) to equal the actual expenses incurred or look at the budget for the year holistically and make changes to the overall amounts.

6. What happens to the previous version of the budget?

Once the revised budget is uploaded to Intacct, we will generate monthly reports based on the revised budget. However, the original budget will still be in the system, so we maintain the ability to run reports against the original budget if needed.

7. Will the regional budget and the MLE budgets be revised as well?

Yes, the regional budget will be revised and sent to program teams. For any changes to the MLE

delivery budget, please liaise with Sospeter Muiruri, and for changes to the MLE strategy budget, please follow up with Kara Kirby & Natalie Duarte.

