



SWP Regional Funds

Object Code Budget Modification

Guidance Document



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Key Links

- [LARC Budget Modification Process](#)
- [Object Code Budget Modification Request Form template](#)
- [Round 8 \(23/24\) approved workplan activities reference document](#)
- [Round 9 \(24/25\) approved workplan activities reference document](#)
- [LARC SWP CC Fiscal webpage](#)
- [Strong Workforce Program Legislation](#)

BACKGROUND

Object Code Budget modifications within an approved project require the approval of the regional consortium for either of the following circumstances:

- Any budget change over 10% per object code category
- Changes to an object code category that had no budget allocated
- Deleting an object code category

Additional information regarding the [Budget Modification process](#) may be accessed on the [LARC SWP CC Fiscal webpage](#).

ACCESSING THE REQUEST FORM

The [LARC Object Code Budget Modification request form](#) is available on the LARC SWP CC Fiscal webpage under the “Budget Modifications” section.

Budget Modifications

LARC BUDGET MODIFICATION PROCESS

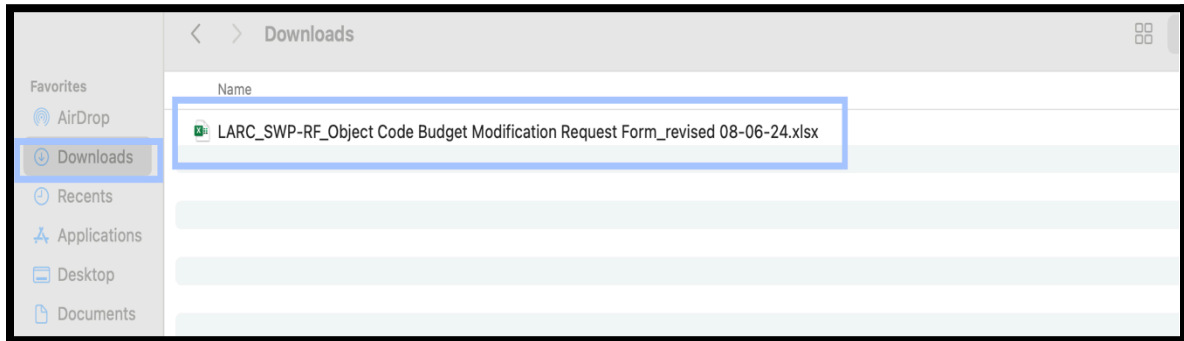
- **LARC OBJECT CODE BUDGET MODIFICATION REQUEST FORM**
- **ROUND 8 PROJECTS AND WORKPLAN ACTIVITIES** →
- **ROUND 9 PROJECTS AND WORKPLAN ACTIVITIES**

LARC PBM INTENT TO RELEASE FUNDS PROCESS (REVISED JAN 2025)

- **LARC PROJECT BUDGET MODIFICATION REQUEST FORMS - (REVISED JAN 2025)** →

DOWNLOADING THE REQUEST FORM

In the top menu of the page, go to “File” □ “Download” □ “Microsoft Excel (.xlsx).” The document will be available to open in the “Downloads” section of your browser. Click on the document to open the Excel file. Once opened, save the file to your computer for editing. You may now begin completing the request form.



COMPLETING THE FORM: INFORMATIONAL SECTION

Complete the information section of the budget modification form.

- **Funding Year:** Enter the funding year associated with the Round allocation. For example, FY 23/24, FY 24/25, or FY 25/26.
- **Funding Round:** Enter the funding Round. For example, FY 23/24 is Round 8, FY 24/25 is Round 9, and FY 25/26 is Round 10.
- **Request Date:** Date submitting the request.
- **Project Title from NOVA Application:** Must match NOVA's project title. For example the Round 8 Career Pathways project is *"LA-23 Rio Hondo: Career Pathways Partnership - Continued - Continued"*.
- **College Name:** Name of the College requesting a budget modification.
- **College District:** Name of the College district.
- **Contact Name:** Name of individual completing/submitting the request.
- **E-mail address:** Email address of the contact submitting the request.

Funding Year (e.g. July 1, 2022 - June 30, 2024)	Funding Round (e.g. 7, 8,9)	Request Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
PROJECT TITLE FROM NOVA APPLICATION (e.g. "LA-22 Mt.SAC: Noncredit Career Pathways")		
<input type="text"/>		
College	College District	
<input type="text"/>	<input type="text"/>	
Contact Name	Email Address	
<input type="text"/>	<input type="text"/>	

COMPLETING THE FORM: BUDGET SECTION

Only the green cells of the budget section should be filled with whole numbers. All other white areas of the budget section will automatically populate. Please do not alter the formulas.

BUDGET MODIFICATION REQUEST						
Part I. Budget: Enter only whole dollar amounts in the green cells						
Expenditure Type	Current Approved Budget <i>(must match amount in NOVA)</i>	Amount of Total Expenditures Reported to Date in NOVA <i>(must match amounts in NOVA)</i>	Amount Remaining	Amount to be Added / Subtracted from Budget Category <i>(total must equal zero)</i>	Balance After Budget Modification <i>(amounts less than zero are not allowed)</i>	FINAL After Budget Modification <i>(amounts less than zero are not allowed)</i>
1000 - Instructional Salaries					0	0
2000 - Non-Instructional Salaries					0	0
3000 - Employee Benefits					0	0
4000 - Supplies and Materials					0	0
5000 - Other Operating Expenses and					0	0
6000 - Capital Outlay					0	0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

In the “**Current Approved Budget**” column, please enter the amounts as they appear in your most recently “Completed” NOVA fiscal report. In the Round 8 Career Pathways Specialist project below, the most recent submitted NOVA fiscal report would be FY 2024/25 Quarter 2 and the “**Current Approved Budget**” would be:

- 1000 – Instructional Salaries: \$0
- 2000 - Non-Instructional Salaries: \$111,352
- 3000 – Employee Benefits: \$45,637
- 4000 - Supplies and Materials: \$18,011
- Totals: \$175,000

LA-23 Rio Hondo: Career Pathways Partnership - Continued - Continued

2024-25

Q2
Complete

Q4
Incomplete

Expenditures by Object Code

Object Code	Project to Date (PTD) Expenditure	PTD Forecast	% Expended of PTD Forecast	Project Budget
1000 - Instructional Salaries	\$0	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$37,327	\$55,676	67.04%	\$111,352
3000 - Employee Benefits	\$4,105	\$22,819	17.99%	\$45,637
4000 - Supplies and Materials	\$537	\$9,006	5.96%	\$18,011
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0
Totals	\$41,969	\$87,500	47.96%	\$175,000

In the **“Amount of Total Expenditures Reported to Date in NOVA”** column, please enter the amounts as they appear in your most recently **“Completed”** NOVA fiscal report. In the Round 8 Career Pathways Specialist project below, the most recent submitted NOVA fiscal report would be FY 2024/25 Quarter 2 and the **“Amount of Total Expenditures Reported to Date in NOVA”** would be:

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LA-23 Rio Hondo: Career Pathways Partnership - Continued - Continued

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7000 - Other Outgo	\$0	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0
Totals	\$41,969	\$87,500	47.96%	\$175,000

In the **“Amount to be Added/Subtracted from Budget Category”** column, please enter the budget amounts augmented and reduced. The total must equal to 0.

BUDGET MODIFICATION REQUEST

Part I. Budget: Enter only whole dollar amounts in the green cells

Expenditure Type	Current Approved Budget <i>(must match amount in NOVA)</i>	Amount of Total Expenditures Reported to Date in NOVA <i>(must match amounts in NOVA)</i>	Amount Remaining	Amount to be Added / Subtracted from Budget Category <i>(total must equal zero)</i>	Balance After Budget Modification <i>(amounts less than zero are not allowed)</i>	FINAL After Budget Modification <i>(amounts less than zero are not allowed)</i>
1000 - Instructional Salaries			0		0	0
2000 - Non-Instructional Salaries			0		0	0
3000 - Employee Benefits			0		0	0
4000 - Supplies and Materials			0		0	0
5000 - Other Operating Expenses and Services			0		0	0
6000 - Capital Outlay			0		0	0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

COMPLETING THE FORM: NARRATIVE SECTION

In the **Part II. Narrative** text box please answer the following two questions:

1. Brief explanation for the request.
2. Direct alignment to the approved NOVA workplan activities.

Part II. Narrative: Please answer the following two questions (you may use an attachment to this form if needed):

1. Brief explanation for the request
2. Direct alignment to the approved NOVA workplan and activities

[Link to Round 8 approved workplan activities reference document.](#)

[Link to Round 9 approved workplan activities reference document.](#)

SUBMITTING THE REQUEST

Once you have completed the request form, please e-mail the form to:

TO: Liza Saado, LARC Accountant esaado@pasadena.edu

Alejandra Landa-Flores, Fiscal Contractor alf@alejandralanda.com

CC: Dr. Narineh Makijan, LARC Chair nmakijan@pasadena.edu

NOTIFICATION OF APPROVAL

Once the request form has been approved by the LARC FA Team, you will receive an email with the approved request. Additionally, the approved request will be uploaded in your college's designated Approved BMs sub-folder within the LARC MS Teams.

UPDATING THE BUDGETS IN NOVA

The LARC FA Team will update the budgets in NOVA to reflect approved requests once it has received all submissions from participating colleges. Once the budgets have been updated, the plan will be submitted for re-certification.

Please note that if a request is submitted and approved the week of a NOVA fiscal reporting due date the budgets will be updated until all colleges have completed their NOVA fiscal reporting. Updating the budgets in NOVA during the NOVA fiscal reporting due dates prevents colleges from accessing the NOVA fiscal reporting for the specific project.

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RECERTIFICATION OF NOVA PLAN

Once the budgets have been updated, the plan will be submitted for re-certification. The re-certification process requires approval from the LARC FA, LARC RC and Chancellor's Office. Once the Chancellor's Office has re-certified the plan, the budget modification request is considered complete.