

NC Department of Public Safety



NC ALLIES

A Local Link to Improve Effective Services

Budget Revisions

Last Revised
March 2018

Table of Contents

TABLE OF CONTENTS	1
NCID INFORMATION	ERROR! BOOKMARK NOT DEFINED.
NC ALLIES CONTACT INFORMATION	ERROR! BOOKMARK NOT DEFINED.
BUDGET REVISION	4

Document Overview

The North Carolina Department of Public Safety (NCDPS) partners with the Juvenile Crime Prevention Council (JCPC) in each county to galvanize community leaders, locally and statewide, to reduce and prevent juvenile crime. NCDPS allocates a total of approximately 22 million dollars to these councils annually. Funding is used to support local programs and services. This document is designed to help the North Carolina County Community Program users create a North Carolina Identity Service (NCID) account, register as a NC ALLIES user and log into NC ALLIES.

The NCID Service is the standard identity management and access service provided to state, local, business and citizen users by the Office of Information Technology Services. NCID enables its customers to achieve an elevated degree of security and access control to real-time resources such as customer-based applications and information retrieval.

NCID Information


For problems with NCID Accounts, call 919-754-6000 or 1-800-722-3946, or email its.incidents@its.nc.gov


NC ALLIES Information

For problems or questions regarding NC ALLIES, contact your Area Consultant or Program Assistant

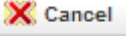
User Guides can be found at: <https://www.ncdps.gov/Juvenile-Justice/Community-Programs/Juvenile-Crime-Prevention-Councils/Program-Agreement-Information>


* - indicates required fields. Users are not able to save and continue to a new screen until all required fields have been completed


 - indicates informational buttons. Users can click on the information buttons to learn more information about what should be entered in a particular field

 - Users can click on the Save button to save any new information or changes made and proceed to another screen.

Note: Sessions time out after 15 minutes of inactivity. If you have not clicked Save, any data entered on that particular screen will be lost.

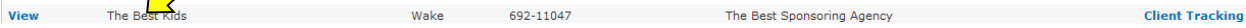
 - Users can click the Cancel button to discard all changes made on the Edit screen and return to the previous screen.

 - Users can click the Edit button to make changes to screens where data has previously been entered. Remember to click the **Save** button after making changes!

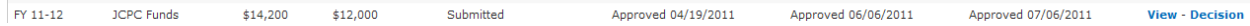
 - Users can click the Delete button to remove information. There is security in place to keep users from deleting records that have additional information linked to them. For example, users can not delete a Component record if it has Measurable Objectives created already. The Measurable Objectives would have to be deleted first. This security prevents users from deleting the entire record when they only need to delete one part.

Budget Revision

1. From your Program List, Click the **View** link beside the Program needing a revision.



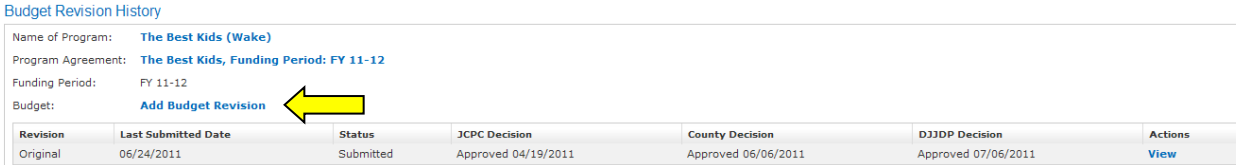
2. From the Program Information screen, click the **View** link beside the correct Fiscal Year



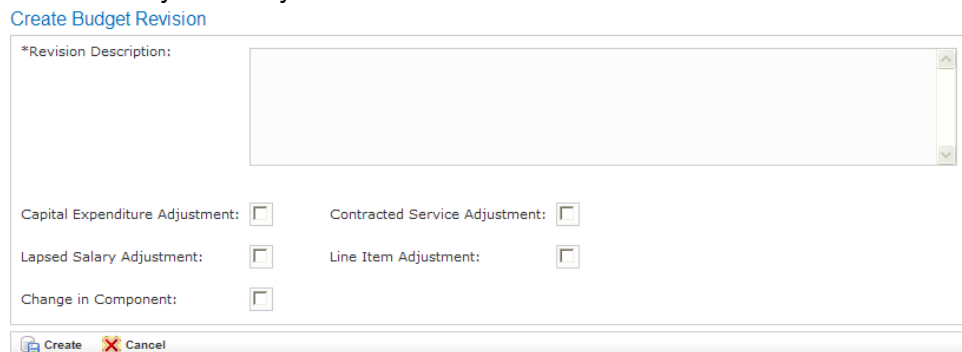
3. From the Program Agreement Information screen, click the **Budget Revision History** link near the top of the screen.



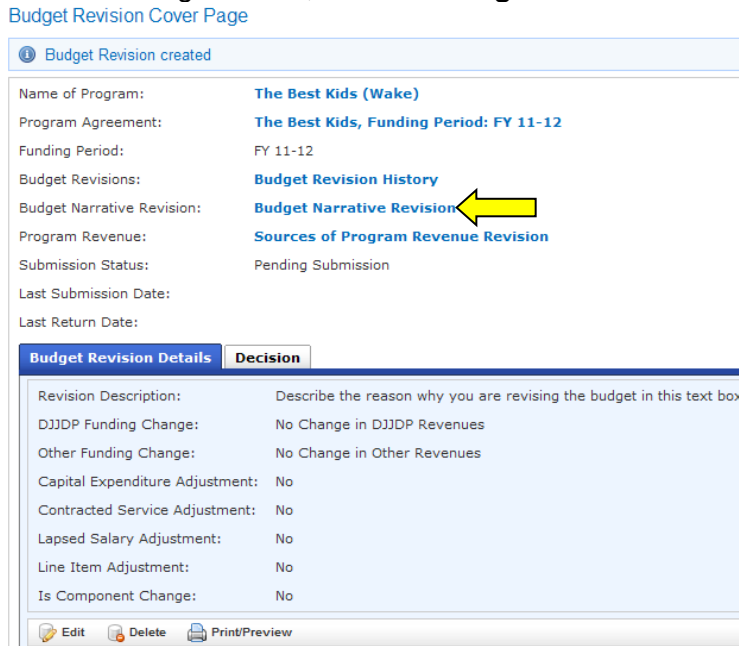
4. The Budget Revision History will display with a link to the Original Budget. Click the **Add Budget Revision** link.



5. Enter a brief description of the revision and check the box for the reason for the revision. NC ALLIES will automatically identify if there is an increase or decrease in either DPS or Other revenue.



From the Budget Revision Cover Page screen, click the **Budget Narrative Revision** link.



6. On the Budget Narrative Revision screen, you can either Add a new Item or revise an existing Line Item.

190 Professional Services - Contract must be attached
All 500 items require a Cash Match

Item	Justification	Adjustment Justification	Original Cash	Original In-Kind	Revised Cash	Revised In-Kind	Action
120 Salaries & Wages	Director- \$500 per month 102.50 per week x 4 weeks= \$6000 per year		\$6,000				Add Item Revise
120 Salaries & Wages	Mentor- \$250 per month \$62.50 per week x4 weeks=\$3000 per year		\$3,000				Revise
120 Salaries & Wages	Program Coordinator \$256.67 per month \$64.17 per week x 4 weeks = \$3080 per year		\$3,080				Revise
180 Fringe Benefits	Salaries FICA 7.65% and Workman's Comp at 1.5%		\$1,105				Revise
260 Office Supplies and Materials	Supplies 1015 =84.58 x 12 months		\$1,015				Revise
TOTALS			\$14,200	\$0	\$0	\$0	
REVISED SUBTOTALS					\$14,200	\$0	
REVISED TOTAL						\$14,200	



For each employee represented by 120 Salaries & Wages, list the following information

Job Title and Description	Original Wages	Original In-Kind	Revised Wages	Revised In-Kind	Action
Director oversee program operations supervise employees	\$6,000				Add Item Revise
Mentor Supervise Participants	\$3,000				Revise
program coordinator	\$3,080				Revise
JOB TOTALS	\$12,080	\$0	\$0	\$0	
REVISED JOB TOTALS			\$12,080	\$0	
REVISED EXPENSE SALARY TOTALS			\$12,080	\$0	

Wage Totals Match: In-Kind Totals Match:

7. To add a new line item, click the **Add Item** link.

Add Item

8. Choose a Line Item type from the Narrative Item Type dropdown list, complete the screen, and then click the **Create** button.

NOTE: Please refer to the Chart of Accounts on the website. This describes what expenses are appropriate for each Line Item.

Add Budget Narrative Revision Item

*Narrative Item Type: -Select-

*Justification: What is the item you are adding? Include any formulas for calculating the Line Item.

*Explanation: Why are you adding this item?

Revised Cash: \$

Revised In-Kind: \$

Save Cancel

- Select-
- 120 Salaries & Wages
- 180 Fringe Benefits
- 190 Professional Services*
- 210 Household & Cleaning
- 220 Food & Provisions
- 230 Education & Medical
- 240 Construction & Repair
- 250 Vehicle Supplies & Materials
- 260 Office Supplies and Materials
- 280 Heating & Utility Supplies
- 290 Other Supplies and Materials
- 310 Travel & Transportation
- 320 Communications
- 330 Utilities
- 340 Printing & Binding
- 350 Repairs & Maintenance
- 370 Advertising
- 380 Data Processing
- 390 Other Services
- 410 Rental or Real Property
- 430 Equipment Rental
- 440 Service and Maint. Contracts
- 450 Insurance & Bonding
- 490 Other Fixed Charges
- 510 Office Furniture & Equipment
- 530 Educational Equipment
- 540 Motor Vehicle
- 550 Other Equipment
- 580 Buildings, Structure & Improv.

9. After you add or revise a line item, it will appear in bold when you return to the screen with the new cash or in-kind amount appearing in the revised column.

260 Office Supplies and Materials	Supplies 1015 =84.58 x 12 months		\$1,015		Revise
340 Printing & Binding	Enter the justification for this line item.	Explain why this item needed the adjustment.		\$250	Edit - Delete

10. If you click the **Revise** link, the original justification and Cash or In-Kind amount will appear. Enter the required Adjustment Justification and Revised Cash or In-Kind amount and then click the **Save** button to save your changes.

Revise Existing Budget Narrative Item

Narrative Item Type: 260 Office Supplies and Materials

*Justification: Make any changes to the Line Item description here; remember to update any formulas that may change.

220 characters remaining...

*Explanation:

Original Cash: \$250

Original In-Kind:

Revised Cash: \$

Revised In-Kind: \$

← New total for this Line Item (original amount + or - amount being added or taken away)

11. Once the Budget Narrative revisions have been entered you will also need to make any appropriate changes on the **Sources of Program Revenue Revision** screen.

Unlike when you originally submitted this budget, only the **Total Source Revenue** amount and **Total Budget Narrative** amounts need to match on the **Sources of Program Revenue Revision** screen in order to submit the Budget Revision. Those amounts do not have to match the **Total Component Cost** in the case of a Budget Revision.

If you are using the Local In Kind #1-5 fields, once you have made your revisions, make sure that the amounts from the Local In Kind #1-5 fields still match the amount displayed in the Local In Kind field. If not, you will not be able to submit the Budget Revision.

12. To **Print** a copy of the Program Revisions, click the **Budget Revision Cover Page** link return to the screen with the **Print/Preview** button.

Cover Page: [Budget Revision Cover Page](#)

13. Click the **Print/Preview** button



14. Choose either an individual section to print or click the **Print all sections** link.

NOTE: *Until the Budget Revision is submitted, each page will appear with DRAFT on it.*

Budget Revision Form Print


Budget Revision: Creation Date: Nov 20, 2011, Submission Status: Pending Submission

[Section IA Program Agreement Revision Summary](#)

[Section VI Budget Narrative](#)

[Section VII Budget Line Item Summary](#)

[Section VIII Sources of Program Revenue \(All Sources\)](#)

[Print all sections](#) 


15. To **Submit** your Budget Revision, return to Budget Revision History by clicking the **Budget Revision History** link near the top of the screen.

Budget Revisions: [Budget Revision History](#)

14. Click the **Submit** link beside the Budget Revision. NC ALLIES will verify that all cash and in-kind amounts have been updated and match. If the amounts are correct, then the Budget Revision will be submitted for approval. If not, you will be taken to another screen which will indicate the needed corrections to make prior to submission.

Budget Revision History

Name of Program: [The Best Kids \(Wake\)](#)
Program Agreement: [The Best Kids, Funding Period: FY 11-12](#)
Funding Period: FY 11-12

Revision	Last Submitted Date	Status	JCPC Decision	County Decision	DJDDP Decision	Actions
Original	06/24/2011	Submitted	Approved 04/19/2011	Approved 06/06/2011	Approved 07/06/2011	View 
1		Pending Submission				View - Submit

If you notice a mistake after submitting, contact the Area Office; they can return the form to you in NC ALLIES for corrections.

15. Once you have submitted the Budget Revision, **email your Area Consultant to notify them** that the Budget Revision is ready for their review.

16. After the Area Consultant has reviewed, the Budget Revision will be released for Electronic Signatures. Please be prepared to sign when you receive notification.