



SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-29	May 12, 2026	FMD	1 of 4
SUBJECT: BUDGET CONTROL AND MODIFICATIONS			

I. PURPOSE

This directive establishes San Joaquin County Employment and Economic Development Department (EEDD) standardized procedures for budget development, monitoring, control, and modification to ensure compliance with federal regulations, promote effective stewardship of funds, and support programmatic success.

II. GENERAL INFORMATION

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) establish requirements for financial management, including budget control and revisions.

Budgets serve as a financial and operational plan that:

- Quantify planned activities and expected outcomes
- Provide a framework for cost control and resource allocation
- Facilitate communication among program, fiscal, and management staff
- Enable timely identification of variances and corrective action
- Support performance evaluation and accountability

EEDD maintains financial systems and internal controls that ensure compliance with applicable federal, state, and local requirements.

This directive supersedes PPD D-42 Budget Control and Modifications, dated July 1, 2017.

References

- [2 CFR 200.302](#), Financial Management
- [2 CFR 200.308](#), Revision of Budget and Program Plans
- [2 CFR 200.407](#), Prior Written Approval
- [2 CFR 2900.9](#), Revision of Budget and Program Plans
- [2 CFR 2900.10](#), Prior Approval Requests
- [2 CFR 2900.11](#), Revision of Budget and Program Plans Including Extension of the Period of Performance
- [2 CFR 2900.12](#), Revision of Budget and Program Plans Approval from Grant Officers
- [WSD16-16](#), Allowable Costs and Prior Written Approval

III. POLICY

EEDD shall comply with all applicable federal regulations governing budget management and modifications. All expenditures must be:

- Allowable, allocable, and reasonable
- Consistent with approved budgets and program objectives
- Properly documented and authorized

Budget revisions will be managed to ensure continued alignment with project goals and funding requirements. Prior written approval from the awarding agency will be obtained when required.

IV. PROCEDURE

EEDD will expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's funds. The financial management system is designed to allow for the preparation of reports required by general and program-specific terms and conditions. A comparison of expenditures with budget amounts will be produced and evaluated at each month end.

EEDD will report deviations from the budget and will request prior approval from the awarding agency for budget and program plan revisions when necessary. Requests will be submitted in writing at least 30 days before the effective date of any change.

Prior approval will be requested from federal awarding agencies for any of the following program or budget revisions ([2 CFR 200.308](#)):

1. Change in the scope or objective of the project or program, even if there is no associated budget revision requiring prior written approval.
2. Change in a key person (Project Director, etc.) specified in the application or award document.
3. Disengagement for more than three months, or a 25% reduction in time devoted to the project, by the approved project director or principal investigator.
4. The need for additional federal funding.
5. The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with [2 CFR Part 200.407](#), Prior written approval.
6. The transfer of funds budgeted for participant support costs to other categories of expense.
7. Unless described in the application and funded in the approved awards, the subaward, transfer, or contracting out of any work under an award. (However, this provision does not apply to purchases of supplies, materials, equipment, or general support services.)

The monitoring of costs will be performed monthly, and adjustments will be made when necessary. Obligations will be managed in total and specified whether they are liquidated or unliquidated. Obligations will be de-obligated when no longer current and funds will be reprogrammed as needed.

Roles and responsibilities are clearly defined to ensure effective oversight and compliance. Program managers and staff are responsible for monitoring program needs and initiating budget changes as necessary to support service delivery. Fiscal staff track expenditures, prepare financial reports, and ensure compliance with applicable regulations and funding requirements. The Executive Director or other authorized official is responsible for reviewing and approving budget changes and, when required, submitting prior approval requests to the appropriate funding authority.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED

A handwritten signature in black ink that reads "Patricia Virgen". The script is cursive and fluid, with the first letter of each name being capitalized and prominent.

PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:tl