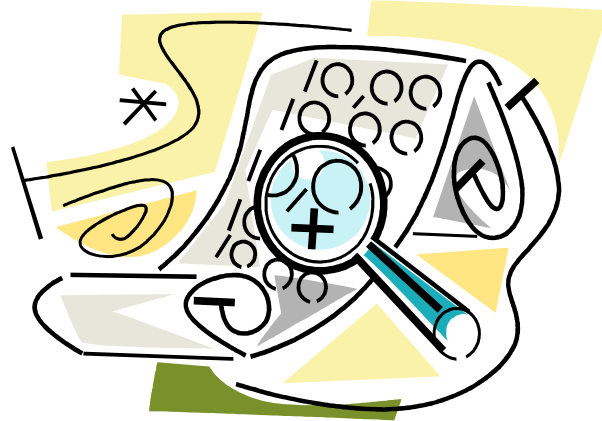


# PEOPLE FIRST INFORMATION MEMO #10

## ADJUSTING YOUR CHAPTER BUDGET



**By Deborah Swingley, Executive Director**  
Montana Council on Developmental Disabilities

You've decided on your Chapter budget, but what if something comes up and you need to move money from one budget category to another?

Certainly as a Chapter you would make the decision to reallocate or move money from one line-item in your budget to another. Once your Chapter has made that decision it is most important to share your new, revised budget with Council offices.

Why is that important? We can only pay invoices according to the budgets approved by the Chapters which we have in our offices. If we receive an invoice for payment that doesn't match the approved budget we have on file for your Chapter, we can't pay it until we contact your Chapter President or Advisor to get the corrected budget.

We don't want any Chapter to have a delay in getting your invoices paid, so please let us know if you make a change in your budget.