

**From:** CLIs <[clis-bounces@lists.libraryliteracy.org](mailto:clis-bounces@lists.libraryliteracy.org)> **On Behalf Of** Cole, Natalie@CSL via CLIs  
**Sent:** Wednesday, June 3, 2020 10:55 AM  
**To:** [clis@lists.libraryliteracy.org](mailto:clis@lists.libraryliteracy.org); [clis\\_dir-owner@lists.libraryliteracy.org](mailto:clis_dir-owner@lists.libraryliteracy.org)  
**Cc:** Roman, Annly@CSL <[annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov)>  
**Subject:** [CLIs] Budget Change Request form 2019-2020

Dear CLLS colleagues,

If your expenditure plans have changed since you submitted your Revised Budget Forms online, please complete the attached Budget Change Request documents and return them to the State Library by **Thursday, June 18, 2020.**

My colleague Annly Roman, who is cc'd here, is available to help you complete the documents and check them before you submit, if needed. Annly's email address is: [annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov)

When your documents are complete, please submit them to me at: [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov)

Further information about completing the documents is below. If you have any questions, please let us know.

Sincerely,

Natalie

### **Who should submit the Budget Change Request (BCR) documents?**

If your expenditure plans have changed since you submitted your Revised Budget Form online through Counting Opinions, you need to complete BCR form and submit the BCR documents.

If your plans have not changed and the information you submitted on your Revised Budget Form is the same as the information you will submit on your Final Report form in summer 2020 you do not need to submit the BCR documents.

### **How do I check the information I submitted on the Revised Budget Form?**

Log in to your account on Counting Opinions to see the information you submitted in your Revised Budget Form: <https://ca.countingopinions.com>

If you have questions about accessing your Revised Budget Form, please email:  
[Annly.Roman@library.ca.gov](mailto:Annly.Roman@library.ca.gov)

### **Expenditure plans**

The information you submit on your BCR form should reflect your final anticipated expenditures for the 2019-2020 fiscal year.

The information should align with the encumbrances and expenditures you will report on your Final Report in summer 2020.

**Your 2019-2020 funds must be spent by December 31, 2020, in accordance with the information you report on the BCR form and on the Final Report form that you will complete in summer 2020.**

**Please note:** You may not change your expenditure plans after June 30, 2020.

### **Signing your documents**

Due to the COVID-19 pandemic, you may complete and return the documents in one of two ways:

1) If you are able to enter a digital signature, please:

- complete the BCR form (excel spreadsheet)
- e-sign the BCR signature page (pdf)
- return both forms to the State Library, in an email to: [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov)

2) If you are unable to enter a digital signature, please

- complete the BCR form (excel spreadsheet)
- print, sign, and scan the the BCR form (excel spreadsheet)
- returned the scanned BCR form and the BCR signature page to the State Library, in an email to: [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov)

### **Confirmation from the State Library**

We will return all counter signed documents to you by email.

Natalie Cole | Assistant Bureau Chief  
California State Library | Library Development Services  
Library & Courts Building II | 900 N Street | Sacramento, CA 95814  
[natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov) | (916) 701-6694