

Fund Reallocation Proposal Document

Project/Department Information

Project/Department Name	Community Outreach Program
Proposal Date	2024-06-08
Prepared By	Jane Doe
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Background

The Community Outreach Program has recently completed its first phase under budget due to cost efficiencies. To maximize the impact of the remaining funds, we propose reallocating unused funds to support upcoming initiatives within the same fiscal year.

Current Fund Allocation

Expense Category	Original Allocation (\$)	Amount Spent (\$)	Remaining Funds (\$)
Workshops & Events	15,000	11,000	4,000
Supplies & Materials	8,000	6,500	1,500
Marketing & Promotion	5,000	4,800	200
Total	28,000	22,300	5,700

Proposed Reallocation of Funds

Proposed Category	Amount (\$)	Rationale
Community Partnership Initiatives	2,500	Expand collaborations with local organizations to enhance program reach.
Volunteer Training & Development	1,500	Provide additional training sessions for new and existing volunteers.
Program Evaluation & Reporting	1,700	Support data collection and reporting for project outcomes.

Justification

- The proposed reallocation addresses emerging needs identified during program implementation.
- Enhances the efficiency and impact of the program within the current fiscal year.
- All reallocated funds remain within the scope of the approved project.

Approval

Project Manager

Date: _____

Finance Officer

Date: _____

Director/Supervisor

Date: _____

Important Notes

- Fund reallocation proposals must align with organizational policies and grant requirements.
- Supporting documentation should accompany all reallocation requests.
- All proposed changes are subject to approval by authorized personnel.
- Maintain a clear audit trail of all reallocations for reporting purposes.