**Intro to ECAMS Budget Worksheet and Agreement Budget**

**Why are there two documents, the Budget Worksheet and the Agreement Budget?**

The Budget Worksheet allows a CAM to have insight into the details underlying a Recipient’s overall budget. This insight allows a CAM to ensure that a Recipient has created a reasonable budget that avoids common pitfalls the CEC may only find when an agreement is audited. By increasing Recipient education about budget-related requirements at the beginning of an agreement, avoidable (and potentially costly) audit findings should decrease.

The Agreement Budget does not include many of the details required in the Budget Worksheet. This allows a Recipient to more flexibly manage their budget, without requiring as many amendments.

**When is the Budget Worksheet Used?**

* During agreement development, the Budget Worksheet is used by Recipient to provide budget estimates. It is used by the CAM to determine overall reasonableness and to identify any issues that may need to be corrected, such as unallowable costs. Necessary information from worksheet is transferred to the Agreement Budget.
* During the term of the agreement, the Budget Worksheet is used as an agreement management tool. The Recipient is responsible for keeping the Budget Worksheet up-to-date while the agreement is active, and should provide the CAM with a copy whenever it is updated, even if an Agreement Budget update is NOT required per the [ECAMS Changes Chart](https://www.energy.ca.gov/media/4494) - such as for personnel changes. A Recipient will typically provide an updated Budget Worksheet during a Monthly Call or Quarterly Progress Report.

**When is the Agreement Budget used?**

* This is the agreement’s official budget. The Recipient must expend project funds according to the Agreement Budget, as it is part of the executed agreement package. The Recipient is responsible for requesting updates to the Agreement Budget that are necessary for the success of the project, while the CAM is responsible reviewing and if merited, having the updated Agreement Budget approved at the required level of approval, per the [ECAMS Changes Chart](https://www.energy.ca.gov/media/4494).
* Amendments to the Agreement Budget that can be made with only the CAM’s approval for purposes of keeping the Agreement Budget accurate include:
	+ Adding new equipment that has been approved per a New Equipment Form, so long as it does not require funds to shift from one category to another.
	+ Updating details about Subs/Vendors or Equipment already on the Agreement Budget
* Amendments to the Agreement Budget require review per the [ECAMS Changes Chart](https://www.energy.ca.gov/media/4494) when:
	+ Funds shift from one category to another
	+ Subrecipient/Vendor changes