

BUDGET AMENDMENT FORM INSTRUCTIONS

A Budget Amendment form is submitted to Budget Services whenever:

- Spending authority (budgeted amount) needs to be added to or reduced from a department.
- Spending authority is moved between account codes (e.g. 512000, 700000, etc.)
- A new department is requested.
- The fund, program, or class codes in the department chart string associated with an account code changes. (e.g. a charge to account code 700000 will now be paid from fund 10500 or will use class code 21199)
- An employee is hired in an account code not previously used in the department.

Departments will use only one Budget Amendment form for the different types of amendments: personal services (salaries), non personal services, projects/grants, and revenue. The form is in Excel and contains summation formulas for you. If you need more lines, please insert a row using Excel commands in the middle of the section to keep the formulas accurate.

Starting with the top section on the form, please complete the sections appropriate to your needs. Please note that each section of the form has unique data fields necessary for the type of amendment requested. If data elements are missing, the amendment will be returned to the originating department.

The yellow boxes  on the form are for Budget Services use only.

***Amount of Amendments:* Revenue and spending amendments must total at least \$50 unless we are at the end of the year or the department's authority will reach its maximum. Only whole dollar amounts are accepted--no cents.**

Revenue Amendment

Most departments whose budget authority is based on revenue earned will have some spending authority included in the original budget set up. If your budget includes funds 10600, 12xxx, 13000, 14000, 15000, or 16000, your budgeted spending authority in those funds is based on revenue earned. There are a few exceptions which are handled individually with the department.

Budget Services monitors revenue and will increase or decrease the spending authority to match the revenue 3 times during the year. The first review will occur near the end of October to capture current fall semester data. The second review will occur during the first two weeks of March to capture spring semester data and prepare for the start of budget development. The final review will occur at the end of May. The spending authority associated with the revenue earned will be placed in account code 700000 unless the department instructs otherwise.

Departments, that have budgeted spending authority based on revenue earned and need to spend the revenue prior to the adjustments completed by Budget Services, may submit amendments for the additional revenue beyond what is included in the current budget. The revenue section and either the Personal Services, Non Personal Services or both sections need to be completed.

Revenue (adjusting anticipated revenue earned)

Revenue Description: the name assigned to the revenue account code. If you do not know the description, please review the Revenue Summary Report in PeopleSoft.

Budget Year: The last year of the fiscal year. For example, the fiscal year that runs from July 1, 2009 through June 30, 2010 is FY2010.

Account: The 6 digit revenue account code starting with 4xxxxx. If in doubt, please review the Revenue Summary report in PeopleSoft.

Fund: The 5 digit fund number. If in doubt, please review the Revenue Summary Report in PeopleSoft. The “Department Chart Strings” link on Budget Services website identifies which fund codes may be used with which departments. You may always check with the department’s Budget Manager.

Dept, Program, Class: The next 3 fields represent the department’s “chart string.” This coding may be found on budget reports for the specific department or on Budget Services’ website under “Department Chart Strings.” If in doubt, please contact the Budget Manager of the department.

Project: If the revenue being amended, relates to a grant, please use the 3 or 5 digit project number.

Amendment Amount: If you wish to increase revenues, please use a positive number. If you wish to decrease revenues, please use a negative. The accounting reports show the numbers in reverse.

In addition to providing the information outlined above, please attach verification that the revenue was earned. Acceptable documentation includes: Revenue Summary form, Revenue Budget Progress Report, or Budget Status report (REVEST Ledger). A copy of the deposit or check is not sufficient documentation to verify the fund code, revenue code, or if the revenue has been recognized in PeopleSoft financials, our official accounting records.

Personal Services (adjusting spending authority for salaries/fringe)

If you wish to adjust the spending authority in personal services (salaries and in some cases fringe), please use this section. If the spending authority being amended relates to a grant, please use the “Project/Grant” section of the form.

Department: Input the name of the department. This may be found on Budget Services’ website under “Department Chart Strings.” For a new department request, please use your preferred title.

Position Number: Spending authority (budget amount) for salaries is based on position numbers not people. The position number along with the fund code for the position may be found on Budget Services website under “Budget Management Tools” or on the Budget Development worksheets that were sent to the divisional Budget Managers.

If you are having difficulty determining your department's position number, please see your Division Budget Manager.

Employee Name: Provide the name of the current or last person employed in this position. If the position is vacant, please type "Vacant" in this field.

Budget Year: The last year of the fiscal year. For example, the fiscal year that runs from July 1, 2009 through June 30, 2010 is FY2010.

Account: The 6 digit account code (type of salary expenditure) starting with 5xxxxx. As a minimum, please provide the first 3 digits of the account code. If in doubt, please access the "Account/Fund Code" link on the Controller's website.

Fund: The 5 digit fund number. If in doubt, please access the "Account/Fund Code" link on the Controller's website for the definition of the fund; the "Department Chart Strings" link on Budget Services website to determine which fund codes may be used with which departments; or the department's Budget Manager.

Dept, Program, Class: The next 3 fields represent the department's "chart string." This coding may be found on budget reports for the specific department or on Budget Services' website under "Department Chart Strings." If in doubt, please contact the Budget Manager of the department.

Amendment Amount: If you wish to increase spending authority, please use a positive number. If you wish to decrease spending authority, please use a negative. Amounts including cents will be rounded to the next whole number if budget authority is available.

The Project field is not used in this section. Please use the "Project/Grant" section of the form.

Non-Personal Services (adjusting spending authority for supplies, travel, equipment, etc.)

If you wish to adjust the spending authority in non-personal services (all non-salary operating expenses), please use this section. If the spending authority being amended relates to a grant, please use the "Project/Grant" section of the form.

Department: Input the name of the department. This may be found on Budget Services' website under "Department Chart Strings." For a new department request, please use your preferred title.

Budget Year: The last year of the fiscal year. For example, the fiscal year that runs from July 1, 2009 through June 30, 2010 is FY2010.

Account: When budgeting spending authority for non-personal services, only the first digit of the 6 digit account code is used. The account codes used in this section will be:

- 600000 – Travel
- 700000 – Supplies, rent, registrations, etc.
- 800000 – Equipment

If in doubt, please access the "Account/Fund Code" link on the Controller's website.

Fund: The 5 digit fund number. If in doubt, please access the “Account/Fund Code” link on the Controller’s website for the definition of the fund; the “Department Chart Strings” link on Budget

Services website to determine which fund codes may be used with which departments; or the department’s budget manager.

Dept, Program, Class: The next 3 fields represent the department’s “chart string.” This coding may be found on budget reports for the specific department or on Budget Services’ website under “Department Chart Strings.” If in doubt, please contact the Budget Manager of the department.

Amendment Amount: If you wish to increase spending authority, please use a positive number. If you wish to decrease spending authority, please use a negative. Amounts including cents will be rounded to the next whole number if budget authority is available.

The Project field is not used in this section. Please use the “Project/Grant” section of the form.

Project/Grant (adjusting spending authority for grant funded activity)

Both personal and non-personal services budget adjustment for grants are recorded in this section of the form.

Department: Input the name of the department. Please contact the Principle Investigator (program manager) for the grant if you are unsure. If you are unsure of the PI, you may need to reassess your need for the amendment. For a new department request, please use your preferred title.

Budget Year: The last year of the fiscal year. For example, the fiscal year that runs from July 1, 2009 through June 30, 2010 is FY2010.

Account: For grants, all 6 digits of the account code are used for both personal and non-personal services. If in doubt, please access the “Account/Fund Code” link on the Controller’s website.

Fund: The 5 digit fund number. Most grants use fund code 20000. If in doubt, please contact the Principle Investigator (program manager) of the grant.

Dept, Program, Class: The next 3 fields represent the department’s “chart string.” If in doubt, please contact the Principle Investigator of the grant. This coding can be found on budget reports for the specific project.

Project: If the spending authority being amended relates to a grant, please use the 3 or 5 digit project number.

Amendment Amount: If you wish to increase spending authority, please use a positive number. If you wish to decrease spending authority, please use a negative. Amounts including cents will be rounded to the next whole number if budget authority is available.

For All Amendments

Comments: Please describe what is trying to be accomplished by the form. If inconsistencies exist on the form, this may help us process the request faster. As a general rule, the more information the better!

Signatures: Each division may have a different signature process. Please follow the hierarchy of signature approvals for your division - Academic Affairs, Student Affairs, Business & Finance, and University Advancement. As a minimum, the Fiscal Manager identified on the Controller's website under "Authorized Approver List" must sign the form.

One-Time or Permanent Adjustment: Please indicate if you would like this adjustment to appear in the Original budget at the start of the next year or not. If these boxes are left blank, the amendment will be processed as a "One-Time" adjustment.

Multiple Amendments per Transaction: If you have several amendment forms that will be used in the same transfer, please staple them together. Otherwise, we will treat each form as a stand-alone transaction.