

Budget Revision Request

Overview

Budget revisions are changes to the university's adopted, and fully balanced, budget. There are two types of budget revisions.

1. Most budget changes are simple spending reallocations within a unit's adopted expense budget. For example, decreasing planned spending in travel to fund an increase in part-time lecturers. If those changes happen within the same unit and fund code, the budget revision can be made by the unit's fiscal officer via the budget transfer request (BTR). For more detailed instructions, see the [budget transfer entry process and procedure guide](#).
2. Budget changes that involve revenues or the allocation of funds across units or fund types must be submitted to the Budget Office for review.

Important requirements for any budget change:

- **Budget changes must balance.** Net revenue/expense changes must equal zero. Unbalanced budget revisions are rare and typically will only be needed to fix budget errors.
- **Only make budget changes that reflect anticipated changes in revenues and/or expenses.** For example, reduce a program's revenue and expense budget when less revenue than budgeted is expected. That will ensure the program does not spend more than it receives. Do not submit budget revisions simply because a program's revenues exceed budget. Those types of changes should only be presented when there are clear reasons how and why revenue growth is creating upward pressure on the program's expense budget. Keep in mind that the university's gain-share policy factors in all revenues attributed to a unit, ensuring that over-realized revenues will not be lost.

To request a revision, submit a budget revision request (BRR) form to the Budget Office for review. For budget revision consideration within the same month, forms are due to the Budget Office by the 20th of each month (except for December and June due to university holidays and year-end calendar).

The BRR form includes two sections for completion: (1) Information Section; and (2) Financial Section. For ease of use, several fields are locked and do not require any entry. By completing required fields, information in other fields will auto-populate. Details for which fields to enter in each section are below.

Information Section

This section provides background information about the budget revision request. How to complete this section is below.



Budget Revision Request

rev. 07/2022

Budget and Financial Planning [Click here for Instructions](#)

1 Department ID: _____

2 VP Name: _____

3 Department Name: Enter department ID and name will populate _____

4 Fiscal Year: _____

5 Entry Month: _____

6 Budget Reference #: _____

7 Prepared by: _____

8 Description/Justification: _____

9 Off-cycle? (Provide justification in description box above)

10 Recurring? If yes, how long? _____
If multiple years, specify each fiscal year: _____

1. Department ID – enter the ten-digit number
2. VP Name – (auto-populates) once the ‘Department ID’ field is entered
3. Department Name – (auto-populates) once the ‘Department ID’ field is entered
4. Fiscal Year – select a fiscal year
5. Entry Month – select the month in which the request should be processed
6. Budget Reference # – enter your initials followed by the date in YYYY/MM/DD format. If submitting more than one BRR in a day, add a unique identifier at the end of the date (i.e., ‘1’, ‘2’, etc.).
7. Prepared by – enter the name of the individual preparing the form
8. Description/Justification – provide an explanation of the budget revision request. Include how the funds will be used. Lack of a sufficient description could delay the processing of the request.
9. Off-cycle – select ‘Yes’ only if the request requires immediate review. For consideration, a valid justification for early review must be provided in the ‘Description/Justification’ box.
10. Recurring – select ‘Yes’ if the revision includes a recurring amount. Answer the following question, ‘If yes, how long?’ by selecting the applicable response from the dropdown list. If the response is ‘multiple years’, use the next line to specify each year this applies to.

Financial Section

Units will use this section to define the program, account code, and amount of the budget revision. The requested change should agree with the intent explained in the description/justification section.

11 Fund	12 Department	13 Program	14 Program Name	15 Account Pool Description	16 Account Code	17 Requested		18 Other Information
						Current Year Amount	Recurring Amount	(e.g. account number, position number, etc.)
			<-- enter program number & name will populate					

11. Fund – (auto-populates) once the program number section is entered
12. Department Number – (auto-populates) once the program number section is entered

13. Program – enter the five-digit program number (also known as speedtype)
14. Program Name – (auto-populates) once the program number section is entered
15. Account Pool Description – select an account type from the dropdown list
16. Account Code – (auto-populates) once the Account Pool Description is selected

Requested Amounts: For most requests, the bottom-line on the form should equal zero because your budget is balanced. If a request is to increase the expense budget, the increase must be offset by an increase in revenues (expressed as a negative number). The reverse also takes place, if the request is to decrease revenues (expressed as a positive number), the decrease will be offset by a decrease to the expense budget. Centrally funded requests may be unbalanced at the time of submission.

17. Current Year Amount – enter the one-time revision amount for the current fiscal year
18. Recurring Amount – enter the recurring annual amount. This amount is a permanent change to your budget. Depending on how #10 on this form is answered will determine how long this change will be effective. If multiple years or indefinitely is selected, the amount entered here will apply to your budget for future fiscal years.
19. Other Information (optional) – enter specific line details (i.e., specific account number, position number, etc.)

What's Next?

Send an email to your Budget Analyst any time within the month (but no later than the 20th for same month consideration and processing) and attach the completed BRR form. The Budget Office will review your request. If there are additional questions or information needed, you will receive a follow-up message. By the end of the month, the budget revision request will be processed and a notification sent with the link to review the change. If the request is not approved, you will receive an explanation.