

Budget Revision Request and Budget Change Order forms:

A beginner's guide

This form is the process used when changing your budget on a current year or permanent basis, usually by changing the bottom line in some way. This change could be from over-realized revenue, cost-sharing for a grant, or even requesting centrally funded support. There are three main sections of the form: the information section, which starts with the VP Name down to the Description box; the financial section, which is the large table in the middle starting with Budget Line; and lastly the approval section, which has the preparer's name, comments, and the approver's signature. Let's start with the information section to look at in more detail.

Information Section

This section gives us all the background regarding your Budget Revision Request (BRR). It tells us your unit (VP Name), the department, what month and year this BRR is to be entered for, a reference number in case you haven't heard about the status of this BRR and would like to ask us about where it is in process, and lastly a description of the requested change and why. The Journal Number(s) and Date Posted box is for us when we enter the information into the system, so no worries on that one! While most is self-explanatory, let's look at two boxes specifically.

- **Budget Reference #:** As mentioned, this is a reference created by you, for you. It allows you to come back to us and ask about a specific BRR. We recommend using your initials followed by the date in YYYY/MM/DD format. If you happen to have more than one BRR in a day, feel free to add 'a', 'b', 'c', etc. after the date.
- **Description/Justification for Budget Revision:** In this box we'd like to know what the funding requested is for, and also why. While we try to intricately understand the aspects of all operations, we can't keep track of everything. By explaining what funds will be used for, and why they are necessary we can more efficiently respond, approve, and enter your request. If the request lacks description or justification, it becomes difficult to approve and change in budget.

Financial Section

This is the main piece of the BRR, but also one of the more straight-forward sections. Notice that the sheet is protected and only some of the columns allow entry. This is so we can fill out associated information automatically for you based on minimal input. That automated information is useful to us, but not always readily known. Let's jump right in and get to the important pieces.

- **Budget Line:** You can find this in any Budget Preparation System (BPS) panel such as positions or current expense in the top left. It provides the most direct access for CAR changes.
- **Requested Amounts:** The most important thing to remember is that the bottom line should equal zero. Since we have a balanced budget, if we increase expenses in one area, we have to decrease them in another. Or, if we increase revenue because of an over-realization, then we

also increase expenditure budget similarly to remain in balance. If central funds are requested, you may not know the balancing piece – that’s ok! We’ll take care of that part.

- Current Year (CY) is during the ongoing fiscal year. These changes will alter the budget for the current year (one-time), but will reset to the permanent funding level in the new year.
- Continuing Annual Requirement (CAR) is a permanent change to your budget. It may not affect your current year budget, but at the start of the next fiscal year the budget would change as indicated by the requested amount.
- Other Information: While the form has almost all the information needed to get us directly to where the change is to be made, sometimes we need just a little bit more, such as a specific account line or a position number. This is the final detail so that we can make the change exactly where you are expecting it to be.

Approval Section

By far the simplest section, all we need is your name in the Prepared By line and the date you are emailing it to us. After that, we take care of the rest. We’ll add any of our comments, including an approve/not approve recommendation (if not, we will tell you why, and most likely have already worked with you to understand more about the BRR). By the end of the month, we will get any approval signatures required, post in the system, and notify you of the change. If not approved, we will also follow-up with you to discuss why, and next steps.