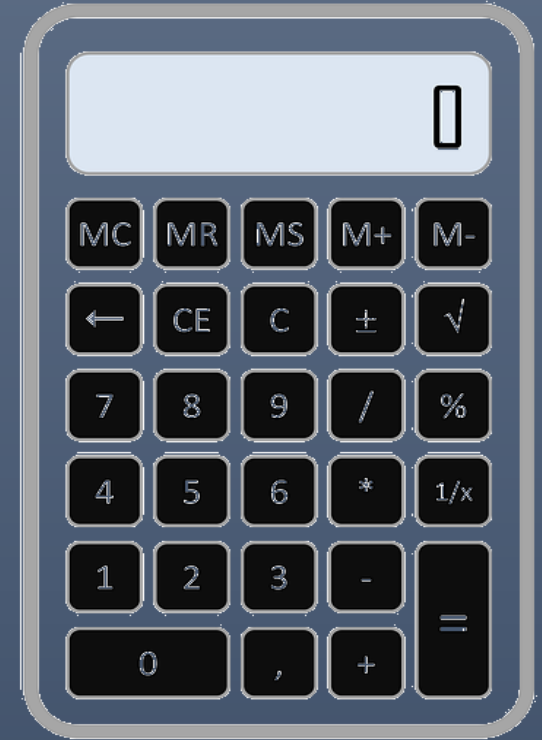


REVISIONS TO DEPARTMENTAL BUDGETS



WHEN TO REVISE A BUDGET

- **To move recoveries:** transferring funds (spending authority) between recoveries and expense account codes
- **To provide departmental support:** transferring funds (support) from one department to another within like divisions (example: 100xxx to 100xxx or 300xxx to 300xxx) with proper approvals & authorizations
- **To “clean up” budgets:** moving expense funding to actual expense (example: 120010 to 128000)
- **To resolve a budget exception or budget error:** OBM contacts departments with insufficient departmental funds; in order to keep university accounting functioning properly and efficiently, department must resolve departmental lack of funding immediately

Total funds available in budget

JAMES MADISON UNIVERSITY						
For the Period Ending: 09-23-2015						
ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	REVENUE/ EXPENDITURE CURRENT MONTH	REVENUE/ EXPENDITURE YEAR-TO-DATE	BUDGET AVAILABLE
XXXXX	TOTAL REVENUES					0.00
111100	EMPLYR RET CONTR - VRS DEF BEN	6,715.00	6,715.00	296.56	1,546.99	5,168.01
111200	SOC SECURITY-SAL	3,613.00	3,613.00	145.52	836.78	2,776.22
111210	SOC SECURITY-MERIT/BONUS	582.00	582.00	0.00	0.00	582.00
111400	GROUP LIFE INSURANCE	562.00	562.00	24.82	141.89	420.11
111500	MEDICAL/HOSP INS	11,670.00	11,670.00	713.50	4,262.50	7,407.50
111600	RETIREEES HTH CAR	496.00	496.00	21.90	125.20	370.80
111700	VSDB&LONG-TERM DISABILITY INS	312.00	312.00	13.76	78.69	233.31
112300	SAL, CLASSIFIED	47,223.00	47,223.00	2,085.50	12,041.52	35,181.48
112310	MERIT FUNDING CLASS	2,358.00	2,358.00	0.00	0.00	2,358.00
XXXXX	SUBTOTAL PS EXPENSES	73,531.00	73,531.00	3,301.56	19,033.57	54,497.43
XXXXX	SUBTOTAL PSREC RECOVERIES					0.00
	TOTAL PERSONAL SERVICES	73,531.00	73,531.00	3,301.56	19,033.57	54,497.43
120010	OTHER CONTRACTUAL SERVICES	2,040.00	2,040.00	0.00	0.00	2,040.00
121200	OUTBOUND FREIGHT SERVICES	0.00	0.00	0.00	55.67	(55.67)
137400	EDUCA SUPPLIES	0.00	0.00	0.00	448.38	(448.38)
XXXXX	SUBTOTAL NPS EXPENSES	2,040.00	2,040.00	0.00	504.05	1,535.95
129900	I-A RECOV CONT SVC	0.00	0.00	(630.00)	(3,355.15)	3,355.15
159600	REC IDC AUX	0.00	0.00	(3,382.18)	(4,170.51)	4,170.51
XXXXX	SUBTOTAL NPSREC RECOVERIES	0.00	0.00	(4,012.18)	(7,525.66)	7,525.66
	TOTAL NON-PERSONAL SERVICES	2,040.00	2,040.00	(4,012.18)	(7,021.61)	9,061.61
XXXXX	TOTAL EXPENSES AND RECOVERIES	75,571.00	75,571.00	(710.62)	12,011.96	63,559.04

PROCESS

Determine if **budget** or **expense** needs to be moved.

Budget – Budget Revision Form

Expense – ATV

JAMES MADISON UNIVERSITY						
For the Period Ending: 09-23-2015						
ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	REVENUE/ EXPENDITURE CURRENT MONTH	REVENUE/ EXPENDITURE YEAR-TO-DATE	BUDGET AVAILABLE
XXXXX	TOTAL REVENUES					0.00
111100	EMPLYR RET CONTR - VRS DEF BEN	6,715.00	6,715.00	296.56	1,546.99	5,168.01
111200	SOC SECURITY-SAL	3,613.00	3,613.00	145.52	836.78	2,776.22
111210	SOC SECURITY-MERIT/BONUS	582.00	582.00	0.00	0.00	582.00
111400	GROUP LIFE INSURANCE	562.00	562.00	24.82	141.89	420.11
111500	MEDICAL/HOSP INS	11,670.00	11,670.00	713.50	4,262.50	7,407.50
111600	RETIREEES HTH CAR	496.00	496.00	21.90	125.20	370.80
111700	VSDB&LONG-TERM DISABILITY INS	312.00	312.00	13.76	78.69	233.31
112300	SAL, CLASSIFIED	47,223.00	47,223.00	2,085.50	12,041.52	35,181.48
112310	MERIT FUNDING CLASS	2,358.00	2,358.00	0.00	0.00	2,358.00
XXXXX	SUBTOTAL PS EXPENSES	73,531.00	73,531.00	3,301.56	19,033.57	54,497.43
XXXXX	SUBTOTAL PSREC RECOVERIES					0.00
	TOTAL PERSONAL SERVICES	73,531.00	73,531.00	3,301.56	19,033.57	54,497.43
120010	OTHER CONTRACTUAL SERVICES	2,040.00	2,040.00	0.00	0.00	2,040.00
121200	OUTBOUND FREIGHT SERVICES	0.00	0.00	0.00	55.67	(55.67)
137400	EDUCA SUPPLIES	0.00	0.00	0.00	448.38	(448.38)
XXXXX	SUBTOTAL NPS EXPENSES	2,040.00	2,040.00	0.00	504.05	1,535.95
129900	I-A RECOV CONT SVC	0.00	0.00	(630.00)	(3,355.15)	3,355.15
159600	REC IDC AUX	0.00	0.00	(3,382.18)	(4,170.51)	4,170.51
XXXXX	SUBTOTAL NPSREC RECOVERIES	0.00	0.00	(4,012.18)	(7,525.66)	7,525.66
	TOTAL NON-PERSONAL SERVICES	2,040.00	2,040.00	(4,012.18)	(7,021.61)	9,061.61
XXXXX	TOTAL EXPENSES AND RECOVERIES	75,571.00	75,571.00	(710.62)	12,011.96	63,559.04

BUDGET REVISION FORM

Detailed Instructions:

<https://www.jmu.edu/budgetmgmt/budgetrevision.shtml>

Solicit proper approvals/authorization for the transfer of funds.

Submit authorized form to Budget Office (MSC 6703).

Note:

If your department falls within Academic Affairs, Budget Revisions are to be submitted first to the VP for approval (MSC 7607).

If your department falls within Student Affairs, please send copies of all budget revisions to Janice Garrison (MSC 3803).

James Madison University
Financial Accounting System
Request For Budget Revision

Department: _____ DATE: 9/23/2015
 Contact/Ext: _____
 Permanent Temporary
 OFFICE USE ONLY: REV INC: BR# P# MDT# REV DEC: BR# P# MDT#

PURPOSE: This form is required to initiate all Educational and General and Auxiliary budget changes.

INSTRUCTIONS: Please complete the form in full. A **temporary** revision is for the current fiscal year only. A **permanent** revision will adjust the current fiscal year and every fiscal year thereafter. Departments are responsible for sending copies of the budget revision to all affected departments. Monies may not be moved from E&G departments (11000) to Auxiliary departments (31000) or vice versa. Monies cannot be moved from PS to NPS or from NPS to PS without prior Budget Office approval. Budget revisions moving EXPENDITURES will always total zero. If totals do not total zero, please revise accordingly.

SUBMIT: Completed budget revisions with **authorized signatures** (see <http://www.jmu.edu/finance/office/signature.html>) can be sent in one of three ways: 1) via campus mail (MSC 6703), 2) scanned and emailed (budget@jmu.edu), or 3) faxed (8-2878). **To avoid duplicate processing, only send one submission - either faxed, scanned, or campus mail.**

Description of Budget Revision: [A new lecture for Fiscal Year 2016 is the position number is required in the Budget Revision Line if the revision applies to FT P3 accounts.](#)

SIGNATURE AUTHORITY: Level 1 Approval is needed on ALL revisions. Level 2 Approval is required when requests cross Dept. ID's within the same college or unit. Level 3 Approval is required for transfers between administrative units within the same division, transfers with other divisions, or requests for new funding.

Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____
 Level one approval Level two approval Level three approval Budget Office approval

Print Name _____ Print Name _____ Print Name _____

All revisions within Academic Affairs must have the approval of the Assistant Vice President, Academic Affairs.

BUDGET DETAIL JOURNAL IDS	
EXPENSE ID	REVENUE ID

BUDGET CONTROL JOURNAL IDS	
EXPENSE ID	REVENUE ID

BUDGET REVISION DETAILS						
Journal Ln	SumCtrl	DeptID	Account	Position Number	Amount	Ino/Dec
1				NA		
2				NA		
3				NA		
4				NA		
5				NA		
6				NA		
7				NA		
8				NA		
9				NA		
10				NA		
11				NA		
12				NA		
13				NA		
14				NA		
15				NA		
16				NA		
17				NA		
18				NA		
19				NA		
20				NA		
21				NA		
22				NA		
23				NA		
24				NA		
25				NA		
Total (should equal zero)						-

Insert Row Update

SUMCTRL (BGT MGT ONLY)				
SumCtrl	DeptID	Rows	SumCtrl Totals	Journal Ln
Grand Total:			0	1

Please do not edit updated form at: <http://www.jmu.edu/budgetmgmt/forms/budgetrevision.xls> Last updated: 08/20/2015 by BK Page 1 of 1 pages

Due to the use of advanced Visual Basics commands, the form requires **Excel 2010** or greater to properly process. If you haven't upgraded to either of these versions, please see your IT Coordinator.

The form has not yet been tested with Excel 2016.

BUDGET REVISION FAQs



Can I transfer funds between PS and NPS?

- No. The transfer of funds from FT PS accounts is highly discouraged especially so for salary and benefit accounts. Generally, the transfer of funds from PT PS accounts is discouraged unless prior approval from your respective Division and the Budget Office has been obtained. If in doubt, contact Budget Office.

Can I transfer FWS funds to other PS/NPS accounts?

- No. FWS funds can only be used for the purpose of hiring students under the Federal Work Study program. Alternative uses are not permitted. As such budget transfers can only occur between FWS accounts.

Budget Revision Form or ATV?

- Use a Budget revision to: transfer spending authority between like fee systems, address funding shortfalls and establish spending authority for recovery deposits.
- Use an ATV to: transfer real \$ within or between fee systems/make adjustments to correct errant ATV's/charges/deposits and recover real \$ between departments.

BUDGET REVISION FAQs



Can I transfer funds between 100xxx, 300xxx, 500xxx, or 800xxx?

- No. State, auxiliary, and local funds must be kept in their own “buckets”.

If we have “leftover” full-time salary in our budget that is not being utilized, can we use those funds elsewhere?

- No. Salaries are funded centrally by position. Salary “savings” from vacant positions are returned to the central budget unless prior approval is obtained from the Budget Office. Questions regarding part-time, student, or general wages can be directed to the Budget Office.

How do I know what level of signatures are needed?

- If you are a signature authority for your department and you are only moving funds within your department, only your signature (Level 1) is needed. If you are moving funds within different departments within the same college or unit (AA, Student Affairs, etc.), a Level 2 signature is needed in addition to the Level 1. Level 3 Approval is required for transfers between administrative units within the same division, transfers with other divisions, or requests for new funding. Regardless of the level of signatures needed, ALL Academic Affairs BR required the signature of the AVP of AA.