

Task: Budget Adjustment

Objective

At the end of this module, employees will be able to correctly transfer budget using Budget Adjustment Forms.

Background Information

Budget adjustments are used to transfer budget between accounts/sub-accounts in order to adequately fund needed expenditures.

Downloadable Documents

Navigation:

From HCC home page at <http://www.hccs.edu>

> Faculty & Staff

> Financial & Budgetary Control (under Finance & Administration)

> Budget Adjustments

- [Budget Adjustment Form](#) – Use tabs at bottom-left corner of document to select Form or Instructions.

Process for Completing Task

1. Ensure that there is sufficient money in the budget from which you are transferring funds.
2. Completely fill out the HCC Budget Adjustment Form:
 - a) Fiscal Year - As stated (i.e., 2005-2006).
 - b) Budget Period - Budget year (i.e., 2006).
 - c) Fund - Enter your four-digit Fund number.
 - d) Dept # - Enter your four-digit Department number.
 - e) Prog # - Enter your three-digit Program number.
 - f) Class - Enter your three-digit Class number.

- g) Rollup - Use the appropriate Budget Rollup Account for the sub-account where the money is needed. NOTE: Budget transfers affect rollups.
 - h) Accounts - Refer to the Salary Expenditure Sub-Account Listing and the General Expenditure Sub-Account Listing, which define the expense.
Navigation: <http://www.hccs.edu> > Faculty & Staff > Financial & Budgetary Control (under Finance & Administration) > Account Codes & Related Instructions
 - i) Organization - Your department's name.
 - j) Budget Amount – Indicate a negative amount for the account from which the funds are to be taken. Example: -500 or (500) Round down to the nearest dollar.
Indicate a positive amount for the account to which the funds are to be transferred. Example: + 500 or 500
 - k) Comment - This is to be used for a quick reference note. You should provide a further rationale under the "Rationale" section.
 - l) Rationale - Explain why funds need to be transferred.
 - m) Complete all signature and phone number information. No forms will be processed without approval from the Budget Authority and President or Vice Chancellor.
3. Fax or Mail form for final approval to Shaunda E. Scott, Financial and Budgetary Control, MC 1134, 3100 Main, 11D36C; Fax 713-718-7957.

SPECIAL NOTES

No transfers can be made in or out of Full-Time Salary accounts. This is handled through the Position Control process. Other salary accounts can only be moved from one to another, or from a non-salary account to a non-Full-Time Salary account.

Some other Budget Rollups are frozen based on usage.

Budget Adjustments may be numbered (Example: NW0090-Northwest) for tracking purposes.

Key Resource Persons

YOUR COLLEGE BUDGET SPECIALIST

DISTRICT FINANCIAL CONTROL

Shaunda Scott - Budget Assistant

713-718-5104

Fax

713-718-7957