



JSCC Budget Manager Fiscal Training

Business Services

A budget is generally a list of all planned expenses and revenues.

It is a plan for saving and spending.

Jackson State uses budget controls for effective financial management.

Jackson State Budget Cycles

JSCC has three budget cycles:

- Proposed
- Revised
- Estimated

The Tennessee Board of Regents receives these budgets from Jackson State and approves them for each cycle.

TBR Policy 4.01.00.01 Budget Principles and Controls can be located at

<https://policies.tbr.edu/policies/budget-principles>



Proposed Budget

- Proposed Budgets are prepared in the spring and become effective July 1.
- Budget Managers are responsible for reviewing their respective base budgets.
 - All requests for changes to base budgets are to be submitted on the Proposed Budget Priority (Dynamic Form). It is located on J-Web under the Dynamic Forms link.
 - VP submissions will be placed on J-Web on the F&AA channel under Proposed Budget Priority Submissions.
 - Proposed new positions should be submitted with justification and the amount needed on the position analysis form. Deleted/transferred positions and compensation adjustments are to also be completed for changes in current positions on the position analysis .

1st full week in February – Accounting Staff will submit Base Budgets- Operating, Travel & Salary Data

March 1st – Budget Managers will submit Proposed Budgets to President and VPs

March 15- President and VPs will submit Proposed Budgets to VPFAA (including new positions and faculty promotions)

4th week in April– Final review of Proposed Budget by the President and VPs

1st Friday in May– Proposed Budget submitted to TBR

June 15th – Budget managers are notified of the TBR approved budget

*****VP's should notify Budget Managers in their division of any approved items and the status of their other priorities by June 15th.**

Revised “October” Budget

- All approved revisions since the July Proposed Budget are reflected in this cycle.
- Any budget revisions are due by the last Friday in September.
- Most of the budget process is overseen at the Administrative level during this cycle.
- Budget Managers are responsible for communicating organizational needs to their VP.

Budget Revision (not used for the Proposed Cycle)



Budget Revision Request

Are you completing this budget revision at the request of another employee?

* -- Choose --

Initiator J#: * Initiator First Name: * Initiator Last Name: *

Date of Request: *

Organization Description	Fund	Organization Code	Account Code	Program	Recurring (BD02) Non-recurring (BD04)	Increase/Decrease
* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* -- Choose --	* -- Choose --	* <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose --	-- Choose --	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose --	-- Choose --	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose --	-- Choose --	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose --	-- Choose --	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose --	-- Choose --	<input type="text"/>

All accounts should be rounded to the nearest 100 excluding salaries.

Estimated Budget

- This is the final budget submitted for the current fiscal year.
- The Estimated Budget, for the current fiscal year, is submitted at the same time as the Proposed Budget, that is for the next fiscal year.
- March 15 is the last day to submit budget revisions for the current fiscal year.
- Any request after March 15 requires the President's approval.

Recurring Revenue & Expenses Versus Non-Recurring Revenue & Expenses

Recurring

New Position

Increase in Travel

Service Contract not in prior budget

Non-Recurring

Grant salaries

One-time equipment purch.

What would be a Recurring and Non-Recurring requested item in your area for the annual July Proposed budget?

July Proposed

**Operating
and
Travel
Budget
Development**

Operating Is Inclusive Of Accounts

73000 - Travel Budget Pool

74000 - Operating Expense Budget Pool

75100 - Utilities and Fuel Budget Pool

78000 - Capital Expense Budget Pool

79000 - Scholarships and Fellowships Budget Pool

Divisional Priorities Budget Request



Divisional Priorities Budget Request

Fiscal Year:

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <small>Narrative Required Below</small>	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	6

This dynamic form will be used for:

- An increase in budget
- A decrease in budget
- Allocations

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Offset requests will be reviewed/approved at Presidential Level.
- Business Services will not change the prioritization of submitted budget request.
- Narrative is required.
- **If no changes to base budget requested, submit email to supervisor and cc: accounting@jssc.edu.**

Divisional Priorities Budget Request

Narrative Form INSTRUCTIONS:

Provide written justification for the various line items that explains why the funds are needed. If there is an impact on Strategic Goals or Departmental Goals, please explain that as well. Include as much information as you deem necessary to express why the institution should allocate its resources to this specific budget item.

For each line item indicate how much is for recurring and how much is for non-recurring.

- If new positions are requested, please complete the sections below as well as the "Position Justification" form.*
- Anticipated changes in salaries should be explained on the "Position Analysis" form and submitted to HR for review prior to submission of the "Proposed Budget Priority" form. Projected rank promotions, passing of the CPS examination and reclassifications are examples of what to include. (Do not include Across-The-Board increases or equity adjustments.)*

Salary Pool: Salaries that are not currently in your budget. Ex: Need for student worker(s).

Narrative to support request:

Travel Budget Pool: Account Code 73000

Narrative to support request

Operating Budget Pool: Account Code 74000

Narrative to support request

Utilities and Fuel Budget Pool: Account Code 75000

Narrative to support request

Requesting an increase or decrease in your budget.

Fiscal Year: *

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <small>Narrative Required Below</small>	Priority
* Director of Physical Plant	* 410010	* 74000	* \$ 5,000	* Recurring	* Increased cost for consulting services	1
Maintenance	411010	74000	\$ 5,000	Recurring	Increased cost for equipment maintance	2
Custodial Services	412010	78000	\$ 10,000	Non-recurring - One t	Floor Buffer	3
Security	415010	61300	\$ 65,700	Recurring	Salary and Associated Benefits (46%)	4
				-- Choose --		5
				-- Choose --		6

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Utilities	413010	75100	-\$ 5,000		Under spent the past 3 yr x

Requesting an offset in your budget

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Grounds	414010	74000	-\$ 2,000		Reallocate to travel
Grounds	414010	73000	\$ 2,000		Reallocate from operating

- Offset requests will be reviewed/approved at Presidential Level.

Requesting an offset plus additional dollars in your budget



Divisional Priorities Budget Request

Fiscal Year:

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <small>Narrative Required Below</small>	Priority
Grounds	414010	73000	\$ 3,000	Recurring ▼	Professional Development	1
				-- Choose -- ▼		2
				-- Choose -- ▼		3
				-- Choose -- ▼		4
				-- Choose -- ▼		5
				-- Choose -- ▼		6

***As a Budget Manager, you may provide your explanation that “offsets are contingent upon my number 1 item being approved”.

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Grounds	414010	74000	-\$ 2,000		Reallocate to travel
Grounds	414010	73000	\$ 2,000		Reallocate from operating

Submit Consolidated Spreadsheet

Fiscal Year: *

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation Narrative Required Below	Priority
* Director of Physical Plant	* 410010	* 74000	* \$ 5,000	* Recurring	* Increased cost for consulting services	1
Maintenance	411010	74000	\$ 5,000	Recurring	Increased cost for equipment maintance	2
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				-- Choose --		5
				-- Choose --		6

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Grounds	414010	74000	-\$ 2,000		Reallocate to travel
Grounds	414010	73000	\$ 2,000		Reallocate from operating

FGIBAVL – Banner Screen

X @ ellucian Budget Availability Status FGIBAVL 9.3.7 (JSBPRD)
 ADD RETRIEVE RELATED TOOLS

Chart: J Fiscal Year: 20 Index: Commit Type: Both Fund: 110001 Undesignated E and G Organization: 410010 Director of Physical Plant Account: 73000 Travel Budget Pool Program: 500 Physical Plant Keys --->
 Start Over

Control Fund : 110001 Control Organization : 410010 Control Account : 73000 Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS
 Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
73000	Travel Budget Pool	300.00	158.72	0.00	141.28	<input type="checkbox"/>
74000	Operating Expense Budget Pool	39,300.00	477.58	2,073.48	36,748.94	<input type="checkbox"/>
Total		39,600.00	636.30	2,073.48	36,890.22	

1 of 1 | 10 Per Page Record 1 of 2

Banner 9 FGIBDST

Enter Parameters

- Enter at least your Fund and Organization
- Select Go in the top right corner of the page or Click on the Down Arrow in bottom left corner of page

The screenshot shows the Banner 9 FGIBDST application interface. The title bar reads "ellucian Organization Budget Status FGIBDST 9.3.6 (JSBPRD)". The interface includes a sidebar with navigation icons (home, search, help) and a main content area with search parameters. The parameters are organized into two columns:

Parameter	Value	Description
Chart*	J	Jackson State Community College
Fiscal Year*	20	
Index		
Include Revenue	<input checked="" type="checkbox"/>	
Accounts		
Organization	410010	Director of Physical Plant
Program	500	Physical Plant
Account Type		
Location		
Query Specific*	<input type="checkbox"/>	
Account		
Commit Type	Both	
Fund	110001	Undesignated E and G
Account		
Activity		

A "Go" button is circled in red in the top right corner of the main content area. A footer message reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

FGIBDST –a view of your account

Chart: J Jackson State Community College Fiscal Year: 20 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 410010 Director of Physical Plant Fund: 110001 Undesignated E and G Start Over

Program: 500 Physical Plant Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS + Insert - Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61100	L	Administrative Salaries	73,553.00	6,249.98	0.00	67,303.02
61102	L	Administrative Salaries Longevity	1,300.00	0.00	0.00	1,300.00
61300	L	Clerical and Support Salaries	33,877.00	2,879.55	0.00	30,997.45
61302	L	Clerical and Support Sal Longevity	1,600.00	1,600.00	0.00	0.00
62000	L	Employee Benefits Budget Pool	57,200.00	0.00	0.00	57,200.00
62100	L	TCRS Retirement Non-Faculty	0.00	2,089.77	0.00	-2,089.77
62300	L	FICA	0.00	620.69	0.00	-620.69
62400	L	Medicare FICA	0.00	145.16	0.00	-145.16
62500	L	Group Insurance	0.00	2,232.92	0.00	-2,232.92
62900	L	401 K	0.00	100.00	0.00	-100.00
73000	E	Travel Budget Pool	300.00	0.00	0.00	300.00
73100	E	Individual Instate Travel	0.00	60.00	142.72	-202.72
74000	E	Operating Expense Budget Pool	39,300.00	0.00	0.00	39,300.00
74120	E	Printing of Supplies Outside Instit	0.00	0.00	1,000.00	-1,000.00
74260	E	Telephone Installation	0.00	11.12	55.38	-66.50
74502	E	Operational Supplies	0.00	253.49	30.00	-283.49
74620	E	Operating Leases Personal Property	0.00	0.00	587.40	-587.40
Net Total			-207,130.00	-16,242.68	1,815.50	21

If you want to look closer at what makes up a line item, go to the related bar in the top right corner. From the drop down area, select FGITRND. Below you will see transactions for line item 73100.

ellucian Detail Transaction Activity FGITRND 9.3.6 (JSBPRD) ADD RETRIEVE RELATED TOOLS

COA: J Fiscal Year: 20 Index: Fund: 110001 Organization: 410010 Account: 73100 Program: 500 Activity: Location: Period: Commit Type: Both Start Over

DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
73100	410010	500	ENC	142.72	+	PORD	P0057943	07/05/2019	07/05/2019	Turner, William Preston.	U	110001		
73100	410010	500	ENC	-135.72	-	POBC	*0008202	07/05/2019	07/05/2019	Batch Close PO P0057942	U	110001		
73100	410010	500	ENC	-7.00	-	PODS	P0057942	07/05/2019	07/05/2019	Turner, William Preston.	U	110001		
73100	410010	500	ENC	142.72	+	PORD	P0057942	07/05/2019	07/05/2019	Turner, William Preston.	U	110001		
73100	410010	500	YTD	60.00	+	INNI	I0276419	07/01/2019	07/01/2019	WTEMA	U	110001		
			Total	202.72	+									

1 of 1 Per Page Record 1 of 5

Travel and Operating questions?

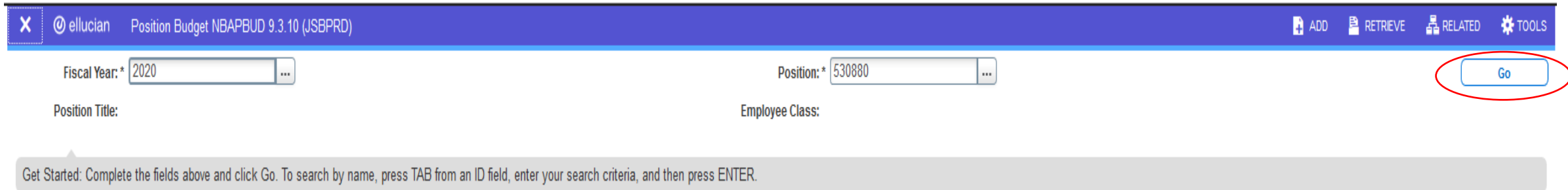
Salary Budget Development

Group/Pooled Positions

		Program	Position		Account	Base Proposed		2019-20	Additional	Recurring	Approved	Approved amount
Organization Code & Description		Number	Number	Group type	Code	Groups	Overtime	Proposed	Request	Y/N	Y/N	
415010	Security Services	500	530880	Clerical/Supp	61300	7,000.00		7,000.00	2,000.00	Y	Y	9,000.00
415010	Security Services	500	530990	Overtime	61303		29,250.00	29,250.00	5,000.00	N	N	29,250.00
	Total Security Services					7,000.00	29,250.00	36,250.00				38,250.00

Enter the Fiscal Year and Position number. Select go.

If you are unsure of the position number contact Shelia Reese at sreese@jacc.edu or accounting@jacc.edu



ellucian Position Budget NBAPBUD 9.3.10 (JSBPRD) ADD RETRIEVE RELATED TOOLS

Fiscal Year: * 2020 ... Position: * 530880 ... Go

Position Title: Employee Class:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Tab over to the Labor Distribution form.

ellucian Position Budget NBAPBUD 9.3.10 (JSBPRD) ADD RETRIEVE RELATED TOOLS

Fiscal Year: 2020 Position: 530880 Position Title: Temporary Hourly Employee Employee Class: TH Temporary Hourly Employees Start Over

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals **Labor Distributions** Comments

LABOR DISTRIBUTIONS Insert Delete Copy Filter

Fiscal Year

Fiscal Year	2020	Organization	415010	FTE	99
Status	Approved	Budget ID	FY2020	Date Created	07/01/2019
COA	J	Phase	LBR20	Salary Group	2020

Salary

Budgeted Amount	7,000.00	Expended Amount	0.00
Encumbered Amount	0.00	Remaining Amount	7,000.00

LABOR DISTRIBUTIONS Insert Delete Copy Filter

New	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Salary Budget *	Percent *	To Be Posted
<input type="checkbox"/>		110001	415010	61300	500					7,000.00	100.00	0.00
Totals										7,000.00	100.00	0.00

1 of 1 Per Page 10 27 Record 1 of 1

Enter your FOAP account information into FGIBAVL. Next, select Go in the top right corner.

Budget Availability Status FGIBAVL 9.3.13 (JSBPRD) ADD RETRIEVE RELATED TOOLS

Chart: * J	Fiscal Year: * 20
Index:	Commit Type: Both
Fund: 110001 Undesignated E and G	Organization: 401010 Business Services
Account: 62000 Employee Benefits Budget Pool	Program: 

Keys --->

Control Fund :	Control Organization:
Control Account :	Control Program:

Pending Documents:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Go

We would recommend leaving program empty.

Position Analysis Dynamic Form



Position Analysis

Please complete the appropriate sections relating to any requested position changes.

For HR review prior to Proposed Prioritization Form Submission.

First Name:
 Last Name:
 Division:
 Organization:

Please Select Budget Month:

Compensation Adjustment

Title Current	Title Proposed	Fund Code	Organization Code	Account Code	Program Code	Increase Amount	Justification
Secretary	NA	110001	401010	61300	450	2000.00	CAP certification
					-- Please Select --		
					-- Please Select --		
					-- Please Select --		

New Requested Position - New position justification required with submission

Title	Fund Code	Organization Code	Account Code	Program Code	Position #	Job Grade	Salary	Benefit Amt 46%
Accountant 1	110001	401010	62000	450	TBD000			
				-- Choose --				
				-- Choose --				

Position Justification(s)

Justification

*The Accountant 1 is assists in preparation of budgets, financial data, and preparing financial entries. This position is valuable to the accounting team's overall mission. This position will be responsible for, but not limited to:

- Assist in generation of institution's budgets with budget development.
- Assist in preparation of financial statements.
- Prepare and post monthly departmental charges.
- Process daily journal vouchers.
- Reconcile monthly bank statements.
- Serve as back up for Accountant II during absences.

All new positions requested require a New Position Justification Narrative.

This Position Analysis form is a separate Dynamic Form that **MUST** go to HR before the *Divisional Priorities Budget Form* is submitted if you are requesting any changes to a position.

HR will review and sign this form as support for your request. HR does not approve it; it's a review process.

You must submit the form signed by HR along with your Divisional Priorities form.

Position Analysis Dynamic Form

The "Justification" should be approximately 1-2 paragraphs which describe WHY this position is needed to support and justify your request.

"Position Skill Level" (classified employees only) and "Position Paygrade" (administrative/professional technical employees) Must be discussed with the Human Resource office.

You must submit the form signed by HR along with your Divisional Priorities form.

Deleted Position

Title	Fund Code	Organization Code	Account Code	Program Code	Position #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>

Transferred Position

Title Current FOAP	Fund Code	Organization Code	Account Code	Program Code	Position #	Title New FOAP	Fund Code	Organization Code	Account Code	Program Code	Position #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- ▾	<input type="text"/>

Divisional Priorities Budget Request



Divisional Priorities Budget Request

Fiscal Year:

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <small>Narrative Required Below</small>	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	5
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Offset requests will be reviewed/approved at Presidential Level.
- Business Services will not change the prioritization of submitted budget request.
- Narrative is required.
- **If no changes to base budget requested, submit email to supervisor and cc: accounting@jsc.edu.**

Budget Requisition Narrative Form

INSTRUCTIONS:

If new positions are requested, please complete the sections below as well as the “Position Justification” form and attach. Anticipated changes in salaries should be explained on the Position Analysis form and attached. Projected rank promotions, passing of the CAP examination and reclassifications are examples of what to include. (Do not include Across-The-Board increases or equity adjustments.)

For each line item indicate how much is for recurring and how much is for non-recurring.

Provide written justification for the various line items that explains why the funds are needed. If there is an impact on Strategic Goals or Departmental Goals, please explain that as well. Include as much information as you deem necessary to express why the institution should allocate its resources to this specific budget item.

Submit Consolidated Spreadsheet

Fiscal Year: *

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation Narrative Required Below	Priority
* Director of Physical Plant	* 410010	* 74000	* \$ 5,000	* Recurring	* Increased cost for consulting services	1
Maintenance	411010	74000	\$ 5,000	Recurring	Increased cost for equipment maintance	2
Custodial Services	412010	78000	\$ 10,000	Non-recurring - One t	Floor Buffer	3
Security	415010	61300	\$ 65,700	Recurring	Salary and Associated Benefits (46%)	4
				-- Choose --		5
				-- Choose --		6

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Grounds	414010	74000	-\$ 2,000		Reallocate to travel
Grounds	414010	73000	\$ 2,000		Reallocate from operating

Salary questions?

Monthly Budget Reporting

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Testing Center				<i>Prior year for comparison</i>										
							0								
3	Fund	Organization	Account	Program			Year to Date	Budget	Accrual Period	June	May	Apr	Mar	Feb	Jan
4	110001	314010	61100.62999	*	Salary & Benefits		-	-	-	-	-	-	-	-	-
5	110001	314010	73000.79999	*	Travel & Operating		698.10	700.00	-	698.10	-	-	-	-	-
6															
7					<i>Current year</i>		21-22								
9	Fund	Organization	Account	Program		Available Balance	Year to Date	Budget	Accrual Period	June	May	Apr	Mar	Feb	Jan
0	110001	314010	61100.62999	*	Salary & Benefits	-	-	-	-	-	-	-	-	-	-
1	110001	314010	73000.73999	*	Travel	-	-	-	-	-	-	-	-	-	-
2	110001	314010	74000.75999	*	Operating	700.00	-	700.00	-	-	-	-	-	-	-
3	110001	314010	76000.79999	*	Other	-	-	-	-	-	-	-	-	-	-
4						700.00	-	700.00	-	-	-	-	-	-	-
5															

Spreadsheet server sends to budget managers.

If you have any questions or concerns on reports, email accounting@jacc.edu



Accounting Team:

accounting@jsc.edu

Shelia Reese, Sreese@jsc.edu, Ext 50446-Senior Accountant/Personnel Budget

Tracy Evans-Harris, Tevansharris@jsc.edu, Ext 50360-O&T Budget

Accountant 1- Coming soon

Kathy Taylor, Ktaylor21@jsc.edu, Ext 52651 – Director of Business Services

Note Forms have been converted to Dynamic Forms and are available on Jweb. If you are unable to locate a form, please contact us.