



JSCC Budget Manager Fiscal Training

Business Services

- **A budget consists of planned revenue and planned expenses**
- **It is a plan for spending but also a plan for saving**
- **Jackson State utilizes budget controls to encourage effective financial management**

Jackson State Budget Cycles

JSCC has two budget cycles:

- Proposed (NEW)Next Fiscal Year Beginning
 - Estimated (Current Year Ending)
 - **Current Fiscal Yearr That You Are Currently Operating In That Ends At June 30th**
- Revised (NEW)Current Fiscal Year

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 .

Important Budget Dates

1st full week in February – Budget 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 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.

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 & Non-Recurring Revenue & Expenses

Recurring

- Transaction types that require continuous funding from year to year.

- ✓ New Position
- ✓ Increase in Travel
- ✓ Service Contract not in prior budget

Non-recurring

- Transaction types that are funded “**One Time**” and are not included in budgeted dollars from year to year.

- ✓ Grant Positions
- ✓ One-Time Equipment Purchases

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@jsc.edu.**

Divisional Priorities Budget Request

Narrative Form INSTRUCTIONS:

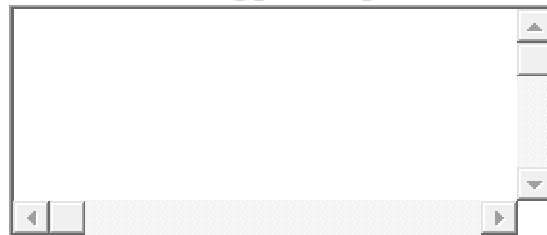
Provide written justification for the various line items that explains why the funds are needed. If there is an impact on Strategic Goals or Departmental Goals, please explain that as well. Include as much information as you deem necessary to express why the institution should allocate its resources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



Divisional Priorities Budget Request (con't)

Travel Budget Pool: Account Code 73000

Narrative to support request

An empty rectangular text box with a light gray background and a thin black border. It includes standard scrollbars on the right and bottom edges.

Operating Budget Pool: Account Code 74000

Narrative to support request

An empty rectangular text box with a light gray background and a thin black border. It includes standard scrollbars on the right and bottom edges.

Requesting an increase or decrease in your budget.

Divisional Priorities Budget Request

Fiscal Year: *2024

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <i>Narrative Required Below</i>	Priorit
*VP of Academic Affairs	*200010	*73000	*\$ 5,000	*Recurring	*To accommodate admin travel	1
English	212010	74000	\$ 10,000	Recurring	Increase in cost of supplies	2
Business	222010	74000	\$ 8,000	Recurring	Increase in cost of supplies	3
Dean of Social Sciences	211010	78000	\$ 10,000	Non-recurring - One	Office furniture	4

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Library	233010	73000	-\$ 5,000		From face-to-face to virtual

Requesting an offset in your budget

Divisional Priorities Budget Request For Increase

2023-2024

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <i>Narrative Required Below</i>	Priority
* VP of Academic Affairs	*200010	*73000	*\$ 5,000	*Recurring	* To accommodate admin travel	1
English	212010	74000	\$ 10,000	Recurring	Increase in cost of supplies	2
Business	222010	74000	\$ 8,000	Recurring	Increase in cost of supplies	3
Dean of Social Sciences	211010	78000	\$ 10,000	Non-recurring - One	Office furniture	4

***As a Budget Manager, you may provide your explanation that "offsets are contingent upon approval of increase(s).

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
→ VP of Academic Affairs	200010	74000	-\$ 5,000	1	Reallocate to travel
Library	233010	73000	-\$ 5,000		From face-to-face to virtual

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <i>Narrative Required Below</i>	Priority
* VP of Academic Affairs	*200010	*73000	* \$ 5,000	* Recurring	* To accommodate admin travel	1
English	212010	74000	\$ 10,000	Recurring	Increase in cost of supplies	2
Business	222010	74000	\$ 8,000	Recurring	Increase in cost of supplies	3
Dean of Social Sciences	211010	78000	\$ 10,000	Non-recurring - One	Office furniture	4
Biology	215020	74000	\$ 2,000	Recurring	Reallocated from travel	5
Biology	215020	74000	\$ 2,000	Recurring	Lab supplies	6

***As a Budget Manager, you may provide your explanation that "offsets are contingent upon approval of increase(s)."

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
VP of Academic Affairs	200010	74000	-\$ 5,000	1	Reallocate to travel
Library	233010	73000	-\$ 5,000		From face-to-face to virtual
→ Biology	215020	73000	-\$ 2,000	5	Reallocate to operating

*Biology is needing an overall \$4000 increase to their operating budget.

Submit Consolidated Spreadsheet

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <i>Narrative Required Below</i>	Priority
*VP of Academic Affairs	*200010	*73000	*\$ 5,000	*Recurring	*To accommodate admin travel	1
English	212010	74000	\$ 10,000	Recurring	Increase in cost of supplies	2
Business	222010	74000	\$ 8,000	Recurring	Increase in cost of supplies	3
Dean of Social Sciences	211010	78000	\$ 10,000	Non-recurring - One	Office furniture	4
Biology	215020	74000	\$ 2,000	Recurring	Reallocated from travel	5
Biology	215020	74000	\$ 2,000	Recurring	Lab supplies	6

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
VP of Academic Affairs	200010	74000	-\$ 5,000	1	Reallocate to travel
Library	233010	73000	-\$ 5,000		From face-to-face to virtual
Biology	215020	73000	-\$ 2,000	5	Reallocate to operating

FGIBAVL SHOWS DATA IN SUMMARY FORMAT YOU CANNOT DRILL DOWN DATA FROM FGIBAVL


 @ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD)

Chart: J Fiscal Year: 23 Index: Commit Type: Both Fund: 110001 Undesignated E and G Organization: 233010 Library Administration Account: 7300 Travel Budget Program:

Keys --- > Control Fund: 110001 Control Organization: 233010 Control Account: 7300 Control Program: Pending Documents:

▼ BUDGET AVAILABILITY STATUS

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
73000	Travel Budget Pool	1,000.00	241.74	342.64	415.62	
74000	Operating Expense Budget Pool	12,939.68	5,771.04	943.20	6,225.44	
	Total	13,939.68	6,012.78	1,285.84	6,641.06	

◀ ◁ 1 of 1 ▶ ▷

10 ▾ Per Page

Banner 9 FGIBDST

DATA CAN BE DRILLED DOWN FOR DETAIL ON FGIBDST

- Enter Parameters 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 displays the Banner 9 FGIBDST application interface. The top navigation bar includes the ellucian logo, the title "Organization Budget Status FGIBDST 9.3.6 (PROD)", and utility icons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. The main form area contains several input fields for search criteria:

- Chart: J (selected) - Jackson State Community College
- Fiscal Year: 23
- Index: (empty)
- Query Specific:
- Account: (empty)
- Commit Type: Both
- Include Revenue:
- Accounts:
 - Organization: 233010 - Library Administration
 - Program: 200 - Instruction
 - Fund: 110001 - Undesignated E and G
 - Account: 61100 - Administrative Salaries
 - Activity: (empty)
- Account Type: (empty)
- Location: (empty)

A "Go" button in the top right corner is circled in red. At the bottom left, a grey bar contains a "Get Started" instruction: "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." Below this bar, a pair of up and down arrow buttons is also circled in red.

FGIBDST –A View of YTD Expenses for Specified Org

✕ ellucian Organization Budget Status FGIBDST 9.3.6 (PROD)

 ADD RETRIEVE RELATED TOOLS

Chart: J Jackson State Community College Fiscal Year: 23 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both
 Start Over

Organization: 233010 Library Administration Fund: 110001 Undesignated E and G Program: 350 Academic Support Account: 7300 Travel Budget Account Type: Activity: Location:

▼ ORGANIZATION BUDGET STATUS							Settings	Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance					
73000	E	Travel Budget Pool	1,000.00	0.00	0.00	1,000.00					
73100	E	Individual Instate Travel	0.00	241.74	342.64	-584.38					
74000	E	Operating Expense Budget Pool	12,900.00	0.00	0.00	12,900.00					
74120	E	Printing of Supplies Outside Instit	0.00	356.27	0.00	-356.27					
74230	E	Postal Charges	0.00	55.94	0.00	-55.94					
74240	E	Freight and Express Charges	0.00	416.33	0.00	-416.33					
74260	E	Telephone Installation	0.00	39.10	27.40	-66.50					
74480	E	Dues and Subscriptions	0.00	1,420.00	0.00	-1,420.00					
74502	E	Operational Supplies	3.66	64.11	347.86	-408.31					
74505	E	Electronic Media and Data Bases	0.00	2,789.00	0.00	-2,789.00					
74620	E	Operating Leases Personal Property	36.02	630.29	567.94	-1,162.21					
Net Total			-13,939.68	-6,012.78	1,285.84						

To view detail of a line item:
 Select the preferred row
 Go to the related bar in the top right corner
 From the drop down area, select Transaction Detail Information (FGITRND)

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: J Jackson State Community College Fiscal Year: 23 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 233010 Library Administration Fund: 110001 Undesignated E and G Program

Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
73000	E	Travel Budget Pool	1,000.00	0.00	0.00	1,000.00
73100	E	Individual Instate Travel	0.00	241.74	342.64	-584.38
74000	E	Operating Expense Budget Pool	12,900.00	0.00	0.00	12,900.00
74120	E	Printing of Supplies Outside Instit	0.00	356.27	0.00	-356.27
74230	E	Postal Charges	0.00	55.94	0.00	-55.94
74240	E	Freight and Express Charges	0.00	416.33	0.00	-416.33
74260	E	Telephone Installation	0.00	39.10	27.40	-66.50
74480	E	Dues and Subscriptions	0.00	1,420.00	0.00	-1,420.00
74502	E	Operational Supplies	3.66	64.11	347.86	-408.31
74505	E	Electronic Media and Data Bases	0.00	2,789.00	0.00	-2,789.00
74620	E	Operating Leases Personal Pro...	36.02	630.29	567.94	-1,162.21
Net Total			-13,939.68	-6,012.78	1,285.84	

Navigation: 1 of 1 | 20 Per Page | Record 8 of 1

Related Actions: RETRIEVE, RELATED, TOOLS

Search: Search

- Budget Summary Information [FGIBSUM] Shift+F2
- Organization Encumbrances [FGIOENC] F4
- Transaction Detail Information [FGITRND] F3

Transaction Detail Information

X @ellucian Detail Transaction Activity FGITRND 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS														
COA: J Fiscal Year: 23 Index: Fund: 110001 Organization: 233010 Account: 74480 Program: Activity: Location: Period: Commit Type: Both													Start Over	
▼DETAIL TRANSACTION ACTIVITY Settings Insert Delete Copy Filter														
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
74480	233010	350	ENC	-730.00	-	INEI	I0290864	10/04/2022	10/04/2022	LYRASIS	U	110001		
74480	233010	350	YTD	730.00	+	INEI	I0290864	10/04/2022	10/04/2022	LYRASIS	U	110001		
74480	233010	350	ENC	-225.00	-	INEI	I0290416	08/11/2022	08/11/2022	Tenn-Share	U	110001		
74480	233010	350	YTD	225.00	+	INEI	I0290416	08/11/2022	08/11/2022	Tenn-Share	U	110001		
74480	233010	350	ENC	-465.00	-	INEI	I0290151	07/12/2022	07/12/2022	Nub Games Inc	U	110001		
74480	233010	350	YTD	465.00	+	INEI	I0290151	07/12/2022	07/12/2022	Nub Games Inc	U	110001		
74480	233010	350	ENC	730.00	+	PORD	P0062664	07/08/2022	07/11/2022	LYRASIS	U	110001		
74480	233010	350	ENC	465.00	+	PORD	P0062650	07/08/2022	07/08/2022	Nub Games Inc	U	110001		
74480	233010	350	ENC	225.00	+	PORD	P0062647	07/07/2022	07/08/2022	Tenn-Share	U	110001		
Total				1,420.00	+									

1 of 1 | 10 Per Page Record 1 of 9

Travel and Operating questions?

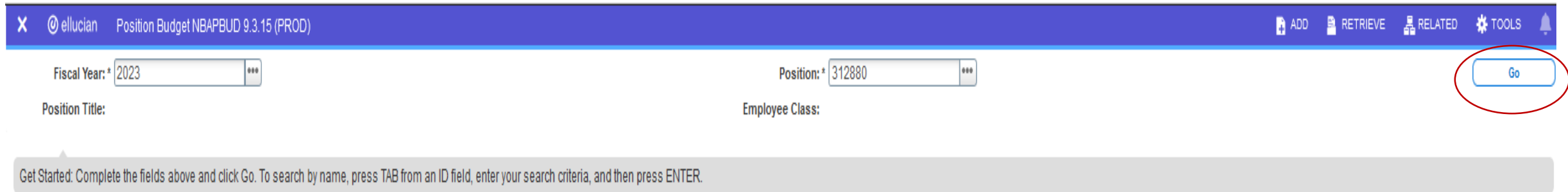
Salary Budget Development

Group/Pooled Positions

		Program	Position		Account	Base Proposed		2022-23	Additional	Recurring	Approved	Approved Amount
Organization Code & Description	Number	Number	Group type		Code	Groups	Overtime	Proposed	Request	Y/N	Y/N	
233010	Library	350	530880			5,000.00		5,000.00	2,000.00	Y	Y	7,000.00
222010	Business	200	530990			4,000.00		2,000.00	2,000.00	N	N	2,000.00
						9,000.00	-	7,000.00	4,000.00			9,000.00

Enter the Fiscal Year and Position number. Select go.

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



X ellucian Position Budget NBAPBUD 9.3.15 (PROD) ADD RETRIEVE RELATED TOOLS

Fiscal Year: * 2023 *** Position: * 312880 ***

Position Title: Employee Class: Go

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

ellucian Position Budget NBAPBUD 9.3.15 (PROD) ADD RETRIEVE RELATED TOOLS

Fiscal Year: 2023 Position: 312880 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	2023	Organization	232010	FTE	99
Status	Approved	Budget ID	FY2023	Date Created	07/01/2022
COA	J	Phase	LBR23	Salary Group	2023

Salary

Budgeted Amount	77,285.00	Expended Amount	18,176.68
Encumbered Amount	0.00	Remaining Amount	59,108.32

▼ LABOR DISTRIBUTIONS Settings Insert Delete Copy Filter

New	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Salary Budget *	Percent *	To Be Posted
<input type="checkbox"/>		110001	232010	61300	350					77,285.00	100.00	0.00
Totals										77,285.00	100.00	0.00

1 of 1 10 Per Page Record 1 of 1

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	6

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"/>

This dynamic form will be used for:

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

- 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.

Salary questions?

Monthly Budget Reporting

Library Administration				Prior year for comparison										
					0									
Fund	Organization	Account	Program		Year to Date	Budget	Accrual Period	June	May	Apr	Mar	Feb	Jan	
110001	233010	61100.62999	* Salary & Benefits		260,015.17	354,710.00	912.88	20,068.33	20,259.18	20,642.77	19,893.18	20,013.72	18,985.67	
110001	233010	73000.79999	* Travel & Operating		10,670.90	13,900.00	29.22	248.06	302.97	460.94	1,039.39	286.98	261.97	
				Current year										
				22-23										
Fund	Organization	Account	Program	Available Balance	Year to Date	Budget	Accrual Period	June	May	Apr	Mar	Feb	Jan	
110001	233010	61100.62999	* Salary & Benefits	201,988.25	149,137.89	351,126.14	-	-	-	-	-	-	19,923.87	
110001	233010	73000.73999	* Travel	758.26	241.74	1,000.00	-	-	-	-	-	-	-	
110001	233010	74000.75999	* Operating	7,168.64	5,771.04	12,939.68	-	-	-	-	-	167.92	161.56	
110001	233010	76000.79999	* Other	-	-	-	-	-	-	-	-	-	-	
				209,915.15	155,150.67	365,065.82	-	-	-	-	-	167.92	20,085.43	

Reports are forwarded to budget managers monthly

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

If you do not have access to any Banner forms mentioned, please sign onto Jweb and go under Work Actions-Dynamic Forms. The Banner Security Form is routed through your Supervisor and then follows the normal approval process.

Supervisor

First Name Last Name Email



Data Security Access

Name: Username: J #:
Department: Phone: Date Needed:

Click the box to select access needed by the end user:

- BANNER ARGOS BDM AUTOMIC/UC4 EPRINT
 WORKFLOW DEGREEWORKS ADVISORTRAC
 FINANCIAL EDGE RAISER'S EDGE DYNAMIC FORM

User Access Needed:

- The same as the current/former employee with Username of
 Remove all access from system(s)

Form Name	Add/Delete	Query/Maint
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have any trouble with Dynamic Forms please contact OIT @ ext. 50294.

- Budget Revision
- Position Analysis
- Proposed Budget Priority
 - Restricted Budget
- Restricted Budget Labor Reconciliation

Accounting Team:



Departmental email: accounting@jsc.edu

Shelia Reese, Sreese@jsc.edu, Ext# 50446

Ellen Kirby, Ekirby@jsc.edu, Ext# 52626

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.