

## How to Complete a Budget Revision

**A budget revision is used to adjust budgets between pooled accounts.**

You **cannot** use a budget revision to move money from a fund to an org.

To move money between funds, you must use an [Interdepartmental Transfer Form](#).

1. On the top left of the budget revision, enter the page sequencing and total number of pages contained in the budget revision in **Page \_\_\_ of \_\_\_**.
2. Underneath the page numbers, enter the fiscal year.  
If the revision is for the current fiscal year, on the **Current Fiscal Year** line.  
If the revision is for the following fiscal year, write the fiscal year on the **Next Fiscal Year** line.  
**Note:** Designate only one year on a budget revision.
3. If the movement of money is for one time only, place a checkmark on the **One Time Only** line.  
If the movement of money is a permanent change, place a checkmark on the **Permanent** line.
4. On the **Decrease** (right) side of the revision, enter the org and pooled account numbers for the budget you are taking money from in the **Org number** and **Acct Number** fields.  
Enter the amount the account will be decreased by in **Amount** field. Amounts should be in whole dollars. Repeat for all accounts you wish to decrease.
5. On the **Increase** (left) side of the revision, enter the org and pooled account numbers for the budget you are increasing into the **Org number** and **Acct Number** fields.  
Enter the amount the account will be increased by in **Amount** field. Amounts should be in whole dollars. Repeat for all accounts you wish to increase.
6. If you are accessing revenue (accounts beginning with 5), the revision will be a **base level**.  
When completing a base level revision, enter the revenue and expense lines on the **Increase** (left) side of the revision.
7. Add all of the individual increase amounts together. Enter total increase amount in **Increase Total**.  
Add all of the individual decrease amounts together. Enter total decrease amount in **Decrease Total**.  
**Note:** The **Increase Total** should be equal to the **Decrease Total**, unless the revision is a base level revision. If the Increase Total and Decrease Total are not equal, recheck the amounts on both sides.  
A budget revision cannot be submitted if it is out of balance.
8. In **Justification**, enter a concise explanation of the purpose of the budget revision.
9. In the signature box, provide the appropriate signatures.  
All budget revisions must be signed by the **Org administrator** or those individuals who have submitted a signature authorization for the Org(s).

Note: When using a budget revision to fund a payroll line (account beginning in 601), you must also fund the associated benefits. Reference the [Benefit Percentage Page](#) for directions for calculating the correct amount.

## Form

[Budget Revision Form](#)