

ANNUAL OPERATING BUDGET
CHANGES TO ADOPTED BUDGET

CE
(REGULATION)

BUDGET
CHANGE
REQUESTS

Budget change requests are used when not having sufficient funds to make a purchase from a specific account. All budget change requests shall be submitted in TEAMS via the 'Request Budget Change' entry point.

ADOPTED
BUDGETS

The General Fund (199), Food Service Fund (101) and Debt Service Fund (599) are the budgets legally adopted by the Board of Trustees.

BUDGET
TRANSFER

A budget transfer is a transfer of funds which does not require further approval from the Board of Trustees because the overall budget for the function(s) in the transfer remains unchanged. The following are examples of budget transfers which may be requested at any time prior to the end of the operating period:

- Example:
 - 199.**11**.6399.00.001.11 (increase \$500)
 - 199.**11**.6329.00.001.11 (decrease \$500)
 - Net change effect on function 11 = \$0
- Example:
 - 199.**11**.6399.00.001.25 (increase \$500)
 - 199.**13**.6329.00.001.25 (decrease \$500)
 - 199.**13**.6411.00.001.21 (increase \$500)
 - 199.**11**.6399.00.001.21 (decrease \$500)
 - Net change effect on function 11 = \$0
 - Net change effect on function 13 = \$0

BUDGET
AMENDMENT

A budget amendment is an amendment of funds which does require further approval from the Board of Trustees because the overall budget for the function(s) in the transfer does change. The following are examples of budget amendments which shall not be posted until they have been approved by the Board of Trustees:

- Example:
 - 199.**11**.6399.00.001.11 (increase \$500)
 - 199.**23**.6399.00.001.99 (decrease \$500)
 - Net change effect on function 11 = \$500 increase
 - Net change effect on function 23 = \$500 decrease