



Procedures # 51003.5

BUDGET REVISION PROCEDURES

Effective Date: August 1, 2009 **Reviewed Date:** March 15, 2022
Responsible Office: Office of Budget and Financial Planning
Division: Finance

I. PURPOSE/OBJECTIVE

This procedure outlines the process by which budget revisions (i.e. transfers/adjustments and amendments) are facilitated to meet departmental or University objectives.

A. BUDGET TRANSFERS/ADJUSTMENTS

For its current fiscal year operations, the annual Operating and Auxiliary Fund budgets allocate a beginning base budget by organizational/departmental hierarchy. Departments are permitted to reallocate their beginning base budgets by way of one of the following budget transfer/adjustments:

1. Transfer of funds within a department/organization.

Departments desiring to transfer funds from one expense pool account line to another (excluding Salaries and Related Benefits) may request a budget transfer/adjustment. Transfers/adjustments of this nature impact a department's base budget only for the current fiscal year. They may be entered directly in the Banner System for processing. Approval by the appropriate departmental approver is required via the Banner approval queue.

2. Transfer of funds across organizations/departments.

Vice Presidents desiring to transfer funds from one organization/department to another within their divisions should submit via email approval of the budget transfer/adjustment to the Office of Budget and Financial Planning. Transfers/adjustments of this nature impact a department's base budget only for the current fiscal year. These adjustments may be entered directly in the Banner System or submitted to the Office of Budget and Financial Planning for processing. Approval by the appropriate departmental approver is required via the Banner approval queue.

B. BUDGET AMENDMENTS

1. Permanent Budget Amendments

A permanent budget amendment is made when the University desires to change the bottom line of the overall general fund budget for current and succeeding fiscal years. Budget amendments generally result from the additional allocation of new funds, an increase in revenue or a departmental expense credit. They must be submitted to and approved by the University of Louisiana System to officially amend the budget.

2. Budget Redistributions

University Restricted Funds and Tiger Funds are reviewed on a monthly basis to determine if budget transfers and/or adjustments are needed to redistribute excess revenue to lower line expense accounts. Departments are contacted to submit budget transfer requests and identify which expense pool account line they wish to redistribute the funds. Transfers of this nature should not be processed online, but, must be submitted via hard-copy with appropriate signatures to the Office of Budget and Financial Planning for processing.

C. BUDGET OVERRIDES

Departments needing to process requests in excess of the budgeted pool account amount or budgeted salary position amount are only permitted to do so with:

1. A written request providing justification for the budget override.
2. The Office of Budget and Financial Planning's review and approval of the requested action.

II. REVISION/REVISED HISTORY

January 23, 2020-Revised

August 1, 2009-Effective Date