


SUBMITTING A BUDGET JOURNAL FORM

- Club Advisor should submit the form on InformedK12
- Minutes must be attached
- Route to Student Life Coordinator at Step 2 and Student Life Assistant at Step 3
- Lines on the form must coincide with the budget from the minutes
- For initial budget setup, line 1 should be 5887, the account that holds the unallocated budget
- Increases and Decreases must balance
- **This form must be completed and processed before the College can issue payments or reimbursements**



LAS POSITAS
COLLEGE

Club Minutes (PDF Only)

Requestor Signature: *Club Advisor*

Office of Administrative Services

Budget Journal Form

FY 2026

Reference #
GENERATED

| Transfer Type | Requestor Name | Department |
|---|----------------|--------------|
| Budget Setup <small>Click here for more information</small> | Jane Doe | Student Life |

Note: "Budget Transfer" is used to move your existing budget between accounts. (Whole numbers ONLY)
 "Budget Setup" is used to allocate funds from new grants and revenue. (Whole numbers or exact numbers)

| Explanation of Request to Move Funds: | Fund Type |
|---|-----------|
| Setting up the club budget for the Fall and Spring semesters. | ASB |


[Click here for information on when to use this form or CLASS-Web.](#)

| Seq # | Fund | Org | Account | Program | Increase | Decrease | Type |
|------------------------|--------|-------|---------|---------|----------|----------|------|
| 1 | 903988 | 39330 | 5887 | 690200 | Amount | 1,000.00 | |
| 2 | 903988 | 39330 | 4020 | 690200 | 200.00 | Amount | |
| 3 | 903988 | 39330 | 5884 | 690200 | 300.00 | Amount | |
| 4 | 903988 | 39330 | 5212 | 690200 | 500.00 | Amount | |
| 5 | | | | | Amount | Amount | |
| 6 | | | | | Amount | Amount | |
| 7 | | | | | Amount | Amount | |
| 8 | | | | | Amount | Amount | |
| 9 | | | | | Amount | Amount | |
| 10 | | | | | Amount | Amount | |
| 11 | | | | | Amount | Amount | |
| 12 | | | | | Amount | Amount | |
| 13 | | | | | Amount | Amount | |
| 14 | | | | | Amount | Amount | |
| 15 | | | | | Amount | Amount | |
| 16 | | | | | Amount | Amount | |
| 17 | | | | | Amount | Amount | |
| 18 | | | | | Amount | Amount | |
| 19 | | | | | Amount | Amount | |
| 20 | | | | | Amount | Amount | |
| Document Total: | | | | | 2,000.00 | 1,000.00 | |

Signatures for Approval

BUDGET TRANSFER EXAMPLE

- If a budget has already been set up but needs to be revised, the club should meet, discuss what account(s) to reduce and what account(s) to increase, then record it in the minutes with a motion and vote
- A new Budget Journal Form should be submitted to post the changes
- Two attachments must be added: the original minutes with the starting budget and the new minutes with the revised budget
- Increases and Decreases must still balance



LAS POSITAS
COLLEGE


[Club Minutes \(PDF Only\)](#)
 Requestor Signature: *Club Advisor*
Office of Administrative Services
Budget Journal Form

FY 2026
 Reference #
 GENERATED
City of San Jose

| Transfer Type | | Requestor Name | | Department | | | |
|---|--------|----------------|---------|--------------|-----------|----------|--------|
| <div style="display: flex; align-items: center;"> Budget Transfer Click here for more information </div> | | Jane Doe | | Student Life | | | |
| <p>Note: "Budget Transfer" is used to move your existing budget between accounts. (Whole numbers ONLY) "Budget Setup" is used to allocate funds from new grants and revenue. (Whole numbers or exact numbers)</p> | | | | | | | |
| Explanation of Request to Move Funds: | | | | | Fund Type | | |
| Transferring budget to food as field trip was cancelled -- This is an example of a Budget Transfer that would be done after the initial budget was set up. Instead of reducing 5887, we would reduce 5212 Field Trips by the \$500 that was budgeted and increase 5884 Food. | | | | | ASB | | |
| Click here for information on when to use this form or CLASS-Web. | | | | | | | |
| Seq # | Fund | Org | Account | Program | Increase | Decrease | Type |
| 1 | 903988 | 39330 | 5212 | 690200 | Amount | 500.00 | |
| 2 | 903988 | 39330 | 5884 | 690200 | 500.00 | Amount | |
| 3 | | | | | Amount | Amount | |
| 4 | | | | | Amount | Amount | |
| 5 | | | | | Amount | Amount | |
| 6 | | | | | Amount | Amount | |
| 7 | | | | | Amount | Amount | |
| 8 | | | | | Amount | Amount | |
| 9 | | | | | Amount | Amount | |
| 10 | | | | | Amount | Amount | |
| 11 | | | | | Amount | Amount | |
| 12 | | | | | Amount | Amount | |
| 13 | | | | | Amount | Amount | |
| 14 | | | | | Amount | Amount | |
| 15 | | | | | Amount | Amount | |
| 16 | | | | | Amount | Amount | |
| 17 | | | | | Amount | Amount | |
| 18 | | | | | Amount | Amount | |
| 19 | | | | | Amount | Amount | |
| 20 | | | | | Amount | Amount | |
| Document Total: | | | | | 1,000.00 | 500.00 | 500.00 |
| Signatures for Approval | | | | | | | |

EARNING REVENUE

- If the club earns new revenue (such as from fundraising), they can allocate that new revenue to any desired accounts
- In this case only, line 1 uses a revenue account: 8890 Local Revenue
- Unlike other forms, all lines should be increases, not decreases
- As always, the club should decide where to allocate this new revenue and record it in the minutes
- The original budget minutes and the new budget minutes must be attached



LAS POSITAS
COLLEGE

Club Minutes (PDF Only) [Click here for more information](#)

Requestor Signature: *Club Advisor*

Office of Administrative Services

Budget Journal Form

FY 2026

Reference # _____

GENERATED _____

| Transfer Type | | Requestor Name | | Department | | | |
|---|--------|----------------|---------|--|----------|----------|------|
| Budget Revision Click here for more information | | Jane Doe | | Student Life v | | | |
| <p>Note: "Budget Transfer" is used to move your existing budget between accounts. (Whole numbers ONLY)</p> <p>"Budget Setup" is used to allocate funds from new grants and revenue. (Whole numbers or exact numbers)</p> | | | | | | | |
| Explanation of Request to Move Funds: | | | | Fund Type | | | |
| Allocating revenue from recent fundraiser <small>... This is an example of a Budget Revision that allocates \$250 earned from a fundraiser to 4020 Supplies. Note that in the case of revenue, you increase the revenue account and increase the expense account(s).</small> | | | | ASB v <small>Click here for information on when to use this form or CLASS-Web.</small> | | | |
| Seq # | Fund | Org | Account | Program | Increase | Decrease | Type |
| 1 | 903988 | 39330 | 8890 | 880000 | 250.00 | Amount | |
| 2 | 903988 | 39330 | 4020 | 690200 | 250.00 | Amount | |
| 3 | | | | | Amount | Amount | |
| 4 | | | | | Amount | Amount | |
| 5 | | | | | Amount | Amount | |
| 6 | | | | | Amount | Amount | |
| 7 | | | | | Amount | Amount | |
| 8 | | | | | Amount | Amount | |
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| 10 | | | | | Amount | Amount | |
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| 16 | | | | | Amount | Amount | |
| 17 | | | | | Amount | Amount | |
| 18 | | | | | Amount | Amount | |
| 19 | | | | | Amount | Amount | |
| 20 | | | | | Amount | Amount | |
| Document Total: | | | 500.00 | | 500.00 | | |
| Signatures for Approval | | | | | | | |