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



Transfer Type			Requestor Name		questor Name	Department	
Budget Setup			Jane Doe		Student Life 🗸		
					veen accounts. (Whole n		
		Fund Type					
Setting up	the club budget	ASB ✓					
		Click here for information on when to use this form or CLASS-Web.					
Seq#	Fund	Org	Account	Program	Increase	Decrease Typ	
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	
	Docu	ment Total:	2,000.00		1,000.00	1,000.00	
				tures for App			

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



office of Administrative Services

Reference #
GENERATED

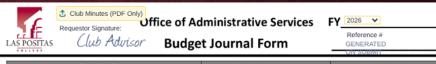
Budget Journal Form

Budget Transfer

Click here for more information 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) ransferring budget to food as field trip was cancelled ASB Click here for information This is an example of a Budget Transfer that would be done after the initial budget was set up. Instead of educing 5887, we would reduce 5212 Field Trips by the \$500 that was budgeted and increase 5884 Food. on when to use this form or T ASS-Web 1 903988 39330 690200 500.00 Amount 2 903988 39330 5884 690200 500.00 Amount 3 Amount Amount 4 5 Amount Amount 6 7 Amount Amount Amount 9 Amount Amount 10 Amount Amount 11 Amount Amount 12 13 Amount Amount 14 Amount Amount 15 Amount Amount 16 Amount Amount 17 Amount Amount 18 Amount 19 Amount Amount 20 Document Total: 1,000.00

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



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	Tr	ansfer Type		Red	questor Name	Department	
Budget F	Revision V	ick here for more	information	Jane Doe		Student Life	~
					veen accounts. (Whole numbers or		
		Explanation	of Request to N	Move Funds:		Fund Type	
This is a		Sudget Revision tha			aiser to 4020 Supplies. he expense account(s).	Click here for information on when to use this form of CLASS-Web.)r
Seq#	Fund	Org	Account	Program	Increase	Decrease	Тур
1	903988	39330	8890	880000	250.00	Amount	
2	903988	39330	4020	690200	250.00	Amount	
3					Amount	Amount	
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16					Amount	Amount	
17					Amount	Amount	
18					Amount	Amount	
19					Amount	Amount	
20					Amount	Amount	
	Docur	ment Total:	500.00		500.00		
			Sign	atures for App	roval		