

ORIGINAL BUDGET 2013-14 FISCAL YEAR BASED ON PRIOR YEAR

INSTRUCTIONS: This form will be used to establish your 2013-14 Discretionary Projected Budgets into PROMT. Please indicate how you would like your budget loaded and reflected in the system. Based on the 2012-13 Actual Budget, complete the 2013-14 requested amounts column with the amount requested for the 2013-14 fiscal year. Use the comments column to explain the requested change. If the same amount is requested, enter that amount in the 2013-14 requested Amounts column and indicated "No Change" in the comments sections. It is also imperative to review that your coding is accurate.

SAMPLE										
1	01	141	5105	1	672500	0000	00	\$150,000	\$ 100,000.00	elimination of XYZ consulting services 2012 13
1	01	141	5203	1	672500	0000	00	\$5,000	\$ 5,000.00	No Change
Location	Fund	Cost Center	Object Code	Program	Activity Suffix	Project	Acct Line	2012-13 Actual Budget	2013-14 Requested Amounts	Comments
1	01	112	2352	1	603100	0000	00	0.00	\$0.00	
1	01	112	4303	1	660200	0000	00	18,084.00	\$18,084.00	
1	01	112	4304	1	660200	0000	00	2,231.00	\$2,231.00	
1	01	112	5105	1	660200	0000	00	325,886.00	\$195,001.00	
1	01	112	5202	1	603100	0000	00	5,061.00	\$5,061.00	
1	01	112	5202	1	660200	0000	00	400.00	\$400.00	
1	01	112	5203	1	603100	0000	00	0.00	\$0.00	
1	01	112	5205	1	603100	0000	00	7,000.00	\$7,000.00	
1	01	112	5205	1	660200	0000	00	1,300.00	\$1,300.00	
1	01	112	5301	1	603100	0000	00	4,494.00	\$4,494.00	
1	01	112	5301	1	660200	0000	01	28,021.00	\$28,021.00	
1	01	112	5505	1	657000	0000	00	10,455.00	\$10,455.00	
1	01	112	5604	1	660200	0000	00	5,000.00	\$5,000.00	
1	01	112	5885	1	660200	0000	00	1,600.00	\$1,600.00	
1	01	112	2353	1	660200	0000	00	733.00	\$733.00	
								410,265.00	279,380.00	TOTAL

[Redacted]

410,265.00 Total must equal

Elimination of EDMAC Contract; completed by Business Office

(130,885.00) OUT OF BALANCE

Authorized Signature: _____
