PERALTA COMMUNITY COLLEGE
DISTRICT FINANCIAL SERVICES

Board's Budget

2013-14 FY
DISCRETIONARY BUDGET LOAD FORM

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**	**113**	**4303**	**1**	**660600**	**0000**	**00**	**250.00**	**$250.00**	
1	**01**	**113**	**4304**	**1**	**660600**	**0000**	**00**	**500.00**	**$500.00**	
1	**01**	**113**	**5105**	**1**	**660600**	**0000**	**00**	**22,000.00**	**$22,000.00**	
1	**01**	**113**	**5202**	**1**	**660600**	**0000**	**00**	**25,527.00**	**$25,527.00**	
1	**01**	**113**	**5202**	**1**	**660600**	**0000**	**02**	**2,324.00**	**$2,324.00**	
1	**01**	**113**	**5505**	**1**	**657000**	**0000**	**00**	**3,000.00**	**$3,000.00**	
1	**01**	**113**	**5885**	**1**	**660600**	**0000**	**02**	**13,026.00**	**$13,026.00**	
1	**01**	**113**	**5891**	**1**	**660600**	**0000**	**00**	**8,428.00**	**$8,428.00**	
								75,055.00	**75,055.00**	**TOTAL**

75,055.00 Total must equal

Completed by Busines Office

- GREAT JOB

Authorized Signature: _____ _____

Return to District Office prior to April 19,2013