

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	114	4303	1	666000	0000	00	5,624.00	\$8,228.00	
1	01	114	4304	1	666000	0000	00	3,190.00	\$2,000.00	
1	01	114	5103	1	666000	0000	00	332,219.00	\$315,946.00	
1	01	114	5105	1	666000	0000	00	1,200.00	\$474.00	
1	01	114	5109	1	666000	0000	00	12,500.00	\$5,000.00	
1	01	114	5205	1	666000	0000	00	1,200.00	\$1,390.00	
1	01	114	5301	1	666000	0000	00	4,190.00	\$4,190.00	
1	01	114	5604	1	666000	0000	00	7,510.00	\$4,905.00	
1	01	114	6403	1	666000	0000	00	2,000.00	\$500.00	
1	01	114	5202	1	666000	0000	00		\$2,500.00	
1	01	114	5203	1	666000	0000	00		\$500.00	
1	01	114	2352	1	666000	0000	00		\$24,000.00	
								369,633.00	369,633.00	TOTAL

369,633.00 Total must equal

- GREAT JOB

Authorized Signature: _____