

## BUDGET TERMINOLOGY

Adopted Budget	Original budget allocation given at the beginning of the Fiscal Year.
Budget Adjustment	An increase/decrease to budget.
Temporary Budget	Adjustments done in the current year that are temporary in nature. (Budget Adjustments that will not roll over to the next fiscal year).
Accounted Budget	Original Budget plus or minus any Budget Adjustments. Total of all budget transactions.
Adjusted Budget	Includes original and adjustments made.
Fiscal Year	Any 12-month period or period of 52 weeks, designated by an organization or agency as the time period for filing financial reports, balance sheets, and income statements. This differs from the calendar year, as UNCSA's fiscal year is July 1 through June 30.
Budget Period	Also known as fiscal period. Refers to the current month of the fiscal year. For example, September is the third month of the fiscal year noting a budget period of 03.
Year to Date	The transactions from July 1 to current for fiscal year.
Encumbrances	Generated by outstanding purchase orders; funds committed for future payments.
Commitment	Outstanding purchase orders and requisitions.
Available Balance	Remaining Budget left to spend; the adjusted budget less year-to-date, less outstanding commitments.
Budget Transfer	A reallocation of authorized budget for anticipated receipts and/or planned expenses.

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### Lapsed Salary

Lapsed salary is the dollar amount not expended for salary and associated benefits during the period in which a position is vacant.

### Salary Reserve

Salary reserve is the dollar amount created when a position is downgraded or filled at a salary amount less than the amount at which it was previously budgeted (exclusive of hiring rate). Please see the *Salary Reserve Policy* for further details.

<http://www.uncsa.edu/formsprocedures/>