

Budget Request Form Guidelines

STEP 1: Enter your FUND NUMBER

Use one fund per form. If you have more than one fund to budget for, use one form for each.

STEP 2: Budget for your estimated RECEIPTS

Refer to your current fiscal year's (and, where possible, your 2-3 previous fiscal years') receipt activity, which can be found in Banner Self Service (Budget Query, Year-to-Date Activity column). You should also consider any new projects, fee increases, or other anticipated receipts in the new fiscal year. Use these to determine your receipts budget for the new fiscal year.

Some common receipt account numbers are listed below. Choose the account numbers that you anticipate to receive receipts and budget for each of them. **(Budget in whole dollars only.)**

STEP 3: Budget for your EXPENSES

As with receipts, refer to your current fiscal year's (and, where possible, your 2-3 previous fiscal years') expense activity, which can be found in Banner Self Service (Budget Query, Year-to-Date Activity column). You should also consider any new projects or other anticipated expenses in the new fiscal year. Use these to determine your expense budget for the new fiscal year.

When budgeting for labor (expense accounts 611100 through 614100), please take into account all benefits associated for each employee. Social security will auto-calculate, but you must also budget for retirement (state or optional) and medical insurance for all permanent employees. Please refer to the rates on the form.

When budgeting for operating (expense accounts starting in 7), remember to budget by pool. For example, all accounts starting in 72 should be budget as part of 72000P.

Your budgeted expenses must be equal to your budgeted receipts.

The most commonly used expense account numbers are listed on the form. Some other common expense account numbers are listed below. **(Budget in whole dollars only.)**

STEP 4: Provide a Purpose for the Request.

When establishing the initial budget for your fund for the new fiscal year, just put "Budget for 20xx-20xx fiscal year." If you are revising or amending your budget mid-year, or budgeting a specific receipt that was previously not budgeted, provide the reason for your request.

If submitting a Fund Balance request, a separate Fund Balance Justification Memo will need to accompany your Budget Request Form. You can just put "Fund Balance Request (see attached)" as the Purpose of Request since the detail will need to be in the separate memo.

STEP 5: Sign and Route.

Sign and date the form as the Originator, then have your Dean or Department Head sign and date as well.

If submitting a Fund Balance Request, send the form and separate Fund Balance Justification Memo to the Cabinet member who has oversight of your department. Review the current [Fund Balance Policy](#) for guidelines.

Otherwise, submit the form to BudgetOfficeForms@unca.edu (or “Budget Office Forms” in your Outlook Global Address List).

Any forms that are incorrect or missing information will be returned to the Originator.

COMMON RECEIPT ACCOUNTS			
501110	Resident Tuition	504000	Sales and Service Revenue
501300	Extension Instruction Fee	504010	Vending Sales
501400	Application Fees	504100	Forfeited Housing Deposits
501600	Health Service Fees	504520	Damage Receipts
501700	Activity Fees	504900	Sales Tax Collected
501850	Educational-Tech Fee	507200	Investment Income-STIF
501900	Special Fees	507210	Investment Income-NonSTIF
501990	Deferred Revenue Change	507300	Rent & Lease Income
502410	Federal Contracts & Grants-Exchange	507400	Surplus Property Sale
502430	Federal Contracts & Grants ACA-Exchange	507700	Returned Check Fee
502700	Noncapital Gifts	507800	Interest Income
502920	Endowment Income Distribution	507900	Miscellaneous Income-Other
503200	Physical Plant Revenue	507910	Miscellaneous Income-Health
503900	Other Supporting Revenue	507930	Insurance Recovery
50390A	Internal Sales Revenue	507960	Procurement Card Rebates
503910	Other Revenues (Foundation)	507970	Other Rebates
503950	Transportation Fee	808400	Y/E Carry forward 16092
503960	Wellness Fee	808410	Non-Mandatory Transfers-All Funds
503970	Mail Center Fee	808430	Non-Mandatory Transfers-DOSA
503980	One Card Fee	808900	Inter-Inst Transfers

OTHER COMMON EXPENSE ACCOUNTS (NOT LISTED ON FORM)			
612090	SHRA LEO Salary	61500P	Workers Comp Budget Pool
61210P	SHRA Premium Pay Budget Pool	615500	Unemployment Comp
612200	SHRA Overtime Payment	616100	Bonus/Incentive Wages
612700	SHRA Longevity Pay	618800	Law Officer Retirement
614200	Nonstudent Overtime Pay	758010	Contg Reserve Budget
614501	Student Regular Wage-Federal Work Study	881400	Debt Service Transfer
614510	Undergrad Student Stipends-Work Related	884400	Non-Mandatory Transfers to Other Funds
614511	Grad Student Stipends-Work Related	884430	Non-Mandatory Transfers-DOSA
614600	Student Overtime Pay		