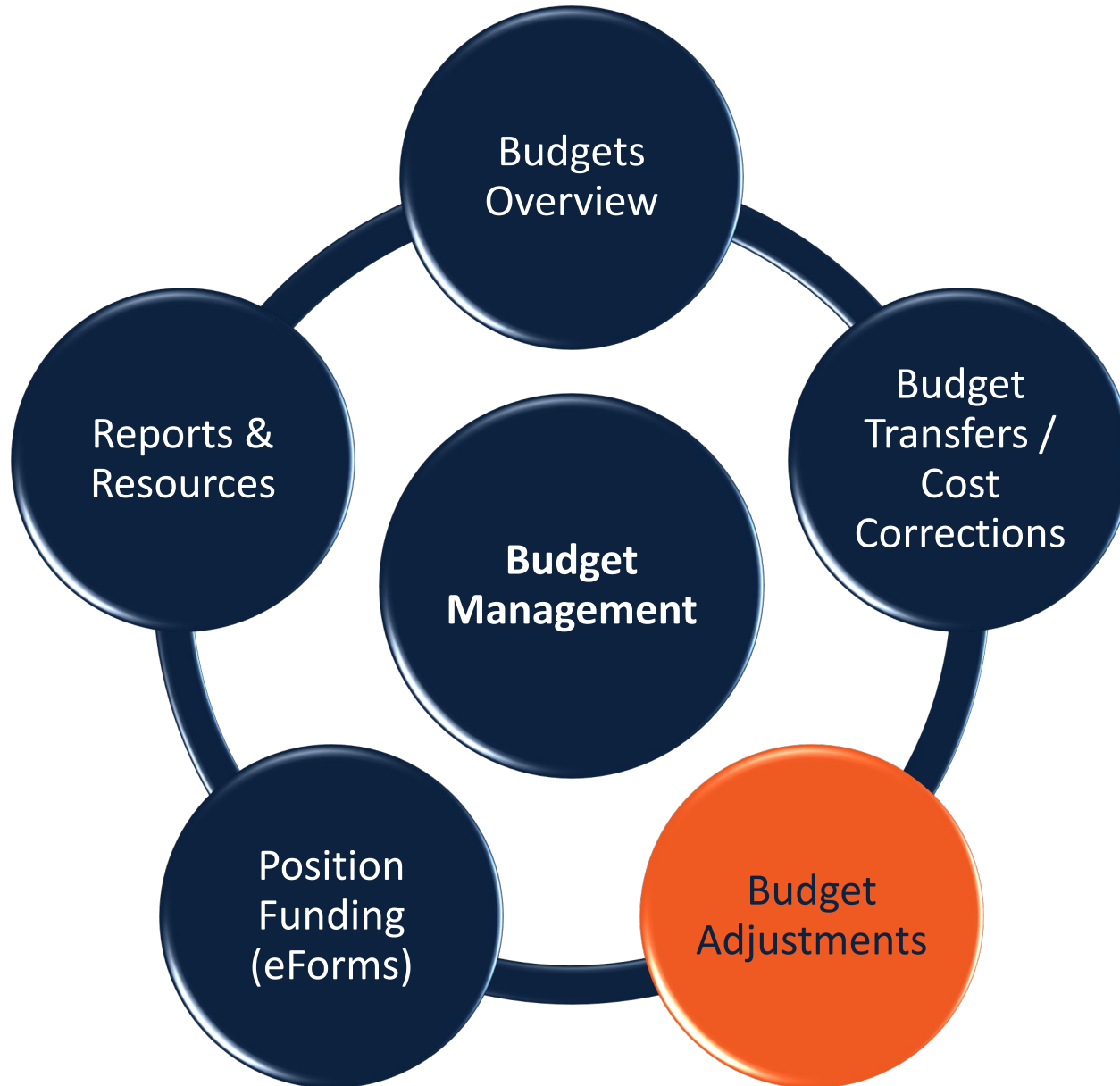




Budget Adjustments

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Agenda



Key Objectives

This presentation will cover the following information to explain the use of budget adjustments:

- Explain how a budget adjustment differs from a budget transfer
- Review the funds that receive budget adjustments
- Discuss when budget adjustments are processed
- Review the criteria for automatic budget adjustments versus requested

Budget Adjustment v Budget Transfer (1)

A Budget **Adjustment**

- Is a one-sided entry
- Is used to process a budget adjustment based on actual revenue recognition
- Adjusts budgets up or down, based on the level of actual revenues
- Does not move budgets to another cost center



Budget Adjustment v Budget Transfer (2)

A Budget **Transfer**

- Is a two-sided entry
- Moves (transfers) budget between cost centers or project IDs
- Moves (transfers) budget between budgetary accounts



Budget Adjustment Criteria

Budget adjustments

- Only apply to cost centers that are considered revenue generating
- Are based on the level of actual revenue recognition
- May be automatically processed by Budget Office staff, based on revenues received
- Are not automatically processed on cost centers with original budgeted revenues
- Are based on fund and types of funding

Budget Adjustments Based on Revenue

Budget adjustments based on actual revenue recognition are processed on the following funds:

Fund / Fund Description	
Fund 3100 / Other Designated	Fund 5600 / Restricted Gifts for Endowments *
Funds 4xxx / Auxiliary	Fund 8100 / Loan
Fund 5500 / Restricted Gifts	Fund 9200 / Agency

Fund 5600 Exception

Fund / Fund Description	
Fund 3100 / Other Designated	Fund 5600 / Restricted Gifts for Endowments *
Funds 4xxx / Auxiliary	Fund 5600 / Loan
Fund 5500 / Restricted Gifts	

***If Fund 5600 also has a Function 997 (Scholarships)**

- Not adjusted in the current fiscal year
- Revenues collected in the current year are expected to be spent in the following year

Budget Adjustments Timing

Various budget adjustments are automatically processed by Budget Office staff throughout the year:

- Monthly
- By Semester
- At year-end

Mid-year budget adjustments can be requested by departments via email to the Budget Office (budget@utsa.edu).



Monthly Budget Adjustments

Budget adjustments based on actual revenue recognition are processed by Budget Office staff on a monthly basis.

- Note: Cost centers with an original revenue budget are not automatically adjusted; departments can request an adjustment once the actual revenues exceed the budgeted revenues (via email to budget@utsa.edu).

Example: In early November, after Accounting Services closes October business, Budget Office staff process budget adjustments for revenue generated through the end of October.

Mid-Year Budget Adjustments

For revenue generating cost centers that do not receive automatic budget adjustments, the department can email the Budget Office (budget@utsa.edu) to request an adjustment, if needed:

- This request should only be sent after actual revenues exceed budgeted revenues
- Use a subject line of "Budget Adjustment Request"

Semester Budget Adjustments

Budget adjustments for the following fund types are automatically processed every semester by Budget Office staff, based on the level of actual revenue recognition:

- Differential Tuition
- Mandatory Fees
- Lab Fees

Year-End Budget Adjustments

Budget adjustments for all revenue generating cost centers are automatically processed at year-end to bring budgets up to the level of actual revenue recognition:

- This will occur even if a cost center has an original revenue budget
- The goal is to close the year with expenditure budgets being equal to the level of actual revenue recognition

Summary

Budget adjustments

- Are one-sided budget journals that increase or decrease a budget
- Are automatically processed each month, semester and at year-end based on the fund and types of funding
- Are not automatically processed if a cost center has an original revenue budget
- Can be requested via email for a cost center that is not automatically adjusted, once actual revenues exceed budgeted revenues

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