Budget Amendment Guidelines


The ‘Current Budget’ is the dollar amount from the most current Budget Progress Report. ‘Requested Amendments’, is a plus (+) or minus (-) dollar amount to arrive at the ‘Revised Budget’.

Revised policy:
Completed, signed amendment request forms are to be signed by the Budget Manager responsible for the department requesting a change as well as the next level supervisor who may approve or disapprove the budget change.

All departments that report to Academic Affairs will also need to obtain a 3rd approving signature. After the departmental manager and respective Dean have approved the amendment, the form should be forwarded to the Office of the Provost / Sr. Vice President for Academic Affairs for final approval.

Once all appropriate approvals are obtained, the budget amendment form will need to be sent to the Budget Office for processing in the UNG PeopleSoft Financials accounting system. The Budget office staff, Sr. Vice President of Business & Finance and the UNG President will periodically make/request budget changes without an amendment form or document in order to process needed changes as part of a normal budget cycle. Items such as, but not limited to, triuing of revenue and benefits, budget cuts, and other time sensitive adjustments.”

Important! Adequate written justification must be included as back-up with the amendment form submissions. An area is provided on page 2 of the amendment form to input your description.

The funding source must be clearly identified by full Account Number string and Account Name on the completed approved forms.

A different budget amendment form is used for Sponsored (Grant) amendments; Sponsored Operations Budget Amendment forms are designated as Grant Personal Services and Grant Non-Personal Services Requests and are available in the Budget Office Handbook. Sponsored Operations consist of various Grants where funding sources are provided outside of the State budget. Prior to Budget Office submission, these forms should be reviewed by Mr. Jared Goodall in the Comptroller’s Office. While some grant funding may be spread over several fiscal years, UNG will only
use the current fiscal year data thus requiring new budget information submission each year.

**OTHER IMPORTANT GUIDELINES:**

*No budget amendments will be accepted that moves budgeted Fringe Benefits to other areas of the budget.

* Amendments transfer funds for the current fiscal year only. The change will not be reflected in the next fiscal year’s beginning budget. **Any changes that are to be permanent must be requested in writing and submitted to the Budget Office by April 1st** in order to be included in the next fiscal year’s original budget.

* If salary savings are used to adjust or create **permanent** positions, the change must be permanent to all involved positions and funding sources. For example: If a Non-Personal Services budget line, such as supplies, is reduced to add dollars to a permanent position, it is a permanent reduction to the supply line or any other respective funding area utilized to facilitate the addition. All salary changes must be approved by the Human Resources Director.

* If salary savings are used to generate a **one year temporary position with benefits**, there must be funds available to cover benefits as well as any related operating costs. (See budget amendment form for % used in calculating benefits.)

- Funding sources **cannot** be combined. For example: Sponsored Operations (Grants) cannot be moved to State funded operations.
- Funds **cannot** intermingle. (for example 10000, 10500, 10600, 20000, etc)

* **Permanent changes cannot be made to Summer Faculty or Part Time faculty lines.** This number is received as a lump sum from the Provost Office. Any changes (rather than one-time) that need to be made to these two categories should be included in the Academic Affairs dollar amount prior to being submitted to the Budget Office for input into the Original budget.