

# TROY UNIVERSITY

## Budget Revision Instructions

A budget revision is necessary when anticipated expenditures exceed the approved allocated budget for any account within your department of responsibility. Budget officers are not authorized to over-expend any of the general ledger accounts within the budget. Careful planning and monitoring of the budget is essential to avoid any budget overage or shortfall during the fiscal year. Budget pooling has eliminated the need to process the numerous budget revisions that were necessary in past years. However, on occasion, the demand exists for the revision of budgeted funds.

When budget revisions are necessary, the Request for Budget Revision/Transfer of Budgeted Funds form should be used. This form is located on the Budget Office web page at the following link:

[http://www.troy.edu/financialaffairs/forms/Budget\\_Revision\\_Request\\_Form.pdf](http://www.troy.edu/financialaffairs/forms/Budget_Revision_Request_Form.pdf).

Shortfalls should be carefully reviewed and covered within the departmental budget of the shortage. When funds are not available to cover the shortfall within a particular department, a review of your entire area of budget responsibility may be necessary in order to move funds from one department to another. Remember that during the budget preparation process, funds are made available to cover approved expenditures for the fiscal year. It may be determined that certain funded requests may not be expended during the fiscal year and if so, be wise to use those funds when considering a revision to your budget.

All required signatures for the Request for Budget Revision/Transfer of Budgeted Funds form must be acquired prior to the budget revision entry into the Datatel system.

For any questions you may have about the budget revision process, contact the budget director at the following email address: [kmcnab@troy.edu](mailto:kmcnab@troy.edu).