

Budget Submission Checklist

Before submitting your Organization's budget to the Office of Budget & Planning, please verify the below items have been completed. Only the lead BC Processor should be submitting the budget for the Organization.

- Verify Requested amount of object code 4100/4101 within Organization
The amount of permanent funding given to an Organization cannot exceed the amount loaded by Budget & Planning.
- Verify transfers within the Organization (School/College/Unit) net to zero
Reminder: Instead of transferring permanent funds within your 2L accounts, the allocation of 4100/4101 funds can be used.
- Verify all transfers external to Unit have been listed on the Transfer Reconciliation Spreadsheet
Only one Transfer Reconciliation Form should be submitted per Organization.
- Verify Fund Balance Projection has been completed for non-2 Ledger Accounts
Projected Beginning Fund Balance amount must be entered into one account for each Organization. That area in aggregate cannot be in deficit. Use the "UCONN Organization Account Ending Fund Balance" report.
- Verify 2 Ledger Accounts are not in deficit
Use the "UCONN Organization Sub-Fund Summary" report.
- Verify all 2PLGs have been deleted on all accounts
Use the "List 2PLG" report. Each BC document on report will need to be opened in order to delete the 2PLG.
- Complete Explanation of Variances
This can be submitted to Budget & Planning via an email or MS Word document attachment.

Please contact your Budget Analyst or call the Office of Budget & Planning at 486-6288 with questions