Attached please find your base budget(s) for 2013-2014 fiscal year with year to date expenses through January 31, 2014. Also attached (if applicable) is a detail of personnel which are currently charged to your program with their labor distribution percentages.

**Action Required:**

- On the base budget sheet for account numbers 40000-60000 and non-contracted salary accounts, you may change the allocation of the expenses, add/delete account numbers, or designate a portion to another site. You may adjust the total amount of the budget based on your most current understanding of 2013/2014 funding. To view available account numbers go to FGIBDST in Banner and click on down arrow next to account number field at top of screen.

- Beginning FY2014/2015 all base budget changes must include a justification based on how this budget shift will support the unit's ability to address an issue identified in its Institutional Program Review and/or contribute to achievement of a District Objective. Please utilize the form attached for your justification, have your Dean review and sign, and schedule a meeting to review your request with fiscal. Please use one form per Fund/Org/Prg that you are adjusting.

- On the labor distribution, please indicate any changes, including percentages. Please also indicate which site the employee is assigned to (i.e., 00, 10, 20, 30). The labor distribution reflects how the FY14/15 budget will be loaded. If it is not correct please make the changes now and forward to me so that I can get the FY14/15 budget loaded correctly.

- Please return both the base budget forms and labor distribution forms to Leangela in fiscal by Friday, March 14, 2014 to have your base budget changes (if any) and labor distribution reflected in the 2014-2015 fiscal year tentative budget.

If you have any questions please contact me at 730-3795, Thank you!
BASE BUDGET ADJUSTMENT JUSTIFICATION

☐ Program Review

☐ District Objective

Objective number: ______________________

☐ Other*

Brief Justification: ___________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

*Other - minimal adjustments only (less than $500) for accounts that are overspent annually

Dean's signature: ______________________

915 S. Mooney Blvd. • Visalia, CA 93277 • (559) 730-3200 • www.cos.edu
Date: 2/18/14
To: Budget Managers
From: Linda McCauley
RE: Fiscal Year 2014/2015 Base Budget Changes

Attached please find your base budget(s) for 2013-2014 fiscal year with year to date expenses through February 14, 2014. Also attached (if applicable) is a detail of personnel which are currently charged to your program with their labor distribution percentages.

**Action Required:**

- On the base budget sheet for account numbers 40000-60000 and non-contracted salary accounts, you may change the allocation of the expenses, add/delete account numbers, or designate a portion to another site. Please do not change the total amount of budget. To view available account numbers go to FGIBDST in Banner and click on down arrow next to account number field at top of screen.

- Beginning FY2014/2015 all base budget changes must include a justification based on how this budget shift will support the unit’s ability to address an issue identified in its Institutional Program Review and/or contribute to achievement of a District Objective. Please utilize the form attached for your justification, have your Dean review and sign, and schedule a meeting with me to review your request. Please use one form per Fund/Org/Prg that you are adjusting.

- On the labor distribution, please indicate any changes, including percentages. Please also indicate which site the employee is assigned to:

  00 = District    10 = Visalia    20 = Tulare    30 = Hanford

- Please return both the base budget forms and labor distribution forms to Linda McCauley in the accounts payable department by Thursday, March 27, 2014 to have your base budget changes (if any) and labor distribution reflected in the 2014-2015 fiscal year tentative budget.

If you have any questions please contact me at 737-6194, Thank you!
BASE BUDGET ADJUSTMENT JUSTIFICATION

☐ Program Review

☐ District Objective

Objective number: _________________

☐ Other*

Brief Justification: ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

*Other - minimal adjustments only (less than $500) for accounts that are overspent annually

Dean's signature: __________________________
BASE BUDGET ADJUSTMENT JUSTIFICATION

☐ Program Review

☐ District Objective

Objective number: ____________________

☐ Other*

Brief Justification: ______________________

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*Other – minimal adjustments only (less than $500) for accounts that are overspent annually

Dean’s signature: ______________________

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