Complete Reconciliation of Changes Worksheet

The reconciliation of changes worksheet is to be completed for each budgeted department/cost center. The template can be downloaded from the Budgets, Planning and Analysis web page, and instructions are included in the template.

Steps for reconciling changes to your department/cost center:

1. “Save as” a copy of the template to use for each department/cost center in your security access.
2. Update your department name, department number and cost center number.

3. Update the Original FY2019 Budget column with the amounts from PBCS FY 19 Budget Post Final Departmental Budget Form as your starting point.
   a. You may need to adjust formulas on the worksheet.
4. Add adjustments to your budget in the ‘Adjustment Amount’ column.
5. Add descriptions for all adjustments.
6. Add the funding source for all adjustments.

7. Review the New FY 20 Budget column for accuracy.

8. The amounts in the New FY 20 Budget column should agree with the data (totals) in PBCS.
9. Totals for each FY 19 and FY 20 should equal zero (net revenue minus expenses, including transfers in/out).

10. Send your worksheets to your budget resource by the due date on the budget process calendar.
NOTE: If the totals for each FY 19 and FY 20 do not equal zero, you have an error in your worksheet, and possibly in PBCS, that must be corrected before you can submit it to your budget resource. DO NOT submit unbalanced worksheets to your budget resource.