Complete Reconciliation of Changes Worksheet

The reconciliation of changes worksheet is to be used as a tool for balancing each budgeted department/cost center. There are two worksheets available: Reconciliation of Changes–Academics and Reconciliation of Changes–Other. The templates 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, Department No., and Cost Center No.
3. Update the Original FYXX Budget column with the amounts from PBCS FY 21 Budget 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 Increase/Decrease columns.
5. Add descriptions for all adjustments.
6. Add the funding source for all adjustments.
7. Review the Proposed FYXX Budget column for accuracy.
8. The amounts in the Proposed FYXX Budget column should agree with the data (totals) in PBCS.
9. Totals for each Current FYXX and Proposed FYXX should equal zero (net revenue minus expenses, including transfers in/out).
10. Academics will need to send worksheet(s) to the Provost Office by their required date. Beginning with the FY22 budget process, these worksheets are no longer required by the Budget Office.

NOTE: If the totals for Current FYXX and Proposed FYXX do not equal zero, you have an error in your worksheet, and possibly in PBCS.