

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, Department No., and Cost Center No.**
- 3 Update the **Original FYXX Budget** column with the amounts from PBCS Budget Prior Fiscal Year Final or Post Final Departmental Budget Form as your starting point.

**ORIGINAL
FY XX
BUDGET**

- 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.

ADJUSTMENT DESCRIPTION	Funding Source	INCREASE (+)	DECREASE (-)	PROPOSED FY XX BUDGET
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- 7 Review the **Proposed FYXX Budget** column for accuracy.

**PROPOSED
FY XX
BUDGET**

- 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).

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.