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 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 Increase/Decrease columns.
5. Add descriptions for all adjustments.
6. Add the funding source for all adjustments.

<table>
<thead>
<tr>
<th>ADJUSTMENT DESCRIPTION</th>
<th>Funding Source</th>
<th>INCREASE (+)</th>
<th>DECREASE (-)</th>
<th>PROPOSED FY21 BUDGET</th>
</tr>
</thead>
</table>

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. Send your worksheet(s) to your budget resource by the due date on the budget process calendar.

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, that must be corrected before you can submit it to your budget resource. DO NOT submit unbalanced worksheets to your budget resource.