

Helpful Hints for Completing Budget Forms

In an effort to enhance the quality and presentation consistency of budget submissions, the Budget Office has compiled this brief list to provide you with some helpful advice when completing your department's budget.

New Budget Forms for FY2026 must be used.

The new Budget Workbook can be found at:

<https://www.ccm.edu/for-employees/faculty-and-staff-resources>

Then click onto:

- Business Finance Department Budget Workbook

If appropriate for your use there is also:

- Business Finance Division Budget Control Form
 - Business Finance Executive Budget Control Form
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- Please use whole dollar amounts only; and **do not include cents**.
 - Object codes on the justification sheets should be listed in numerical order.
 - Link expenditures to strategic plan goals by identifying what percentage (%) of the line item budget is applicable to a given goal(s). The Strategic Plan is listed on page C-1 of the Budget Preparation Manual.
 - Print and submit only the summary and justification sheets contained within the Department Budget Workbook **that have an allocation**.
 - Do not modify page layouts. Print pages as they are (vertical/horizontal) and one-sided.