

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.

- If you have a prior electronic copy of your department budget change the Fiscal Year on the Department Budget Control Form to **FY2022 – FY2023**. This form is the first tab within the budget workbook (Fiscal Year on all other tabs will automatically update).

If you are unable to change the fiscal year please contact the Budget Office who will modify the workbook to permit the fiscal year to be changed. (Note: The first version of the workbook did not allow for the fiscal year to be changed).

Otherwise, a new Workbook can also be found at:

<https://www.ccm.edu/faculty-staff/budget-preparation>

Then click onto:

- Department Budget Workbook
- 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. (***no need to print blank sheets!***)