

# How to set up initial budgets for self-generated revenue indexes

- This is applicable to all numeric indexes 1xxxx, 29xxx, and 8xxxx.
- If your index is a grant (20xxx – 28xxx), work with the grant accountant.
- If your index is a plant fund (9xxxx), work with Travis Kartchner.

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## BUDGET OFFICE

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Use this form from the Budget Office webpage

## FORMS

Please print all transfers on the designated paper colors before sending them to the Budget Office.

- [Request for Grant Index/Budget Authorization](#) (purple)
- [Request for Index/Budget Authorization](#) (yellow)
- [Responsible Person/Name Change](#) (yellow)
- [Permanent Budget Transfer Request](#) (green)
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- [Permanent Budget Transfer Request - Long](#) (green)
- [Temporary Budget Transfer Request - Long](#) (pink)

**SALT LAKE COMMUNITY COLLEGE  
REQUEST FOR INDEX/BUDGET AUTHORIZATION**

FTMACCI: Index Code: Existing: \_\_\_\_\_  
New: \_\_\_\_\_

|          |
|----------|
| <b>1</b> |
|          |

Index Title: \_\_\_\_\_

|          |
|----------|
| <b>2</b> |
|----------|

B- \_\_\_\_\_

FTMFUND: Fund: \_\_\_\_\_

New/Existing

Fiscal Year: \_\_\_\_\_

Fund Type: \_\_\_\_\_

Fund Predecessor: \_\_\_\_\_

FTMORGN: Organization: \_\_\_\_\_

New/Existing

Org. Predecessor: \_\_\_\_\_

FTMPROG: Program: \_\_\_\_\_

New/Existing

**3**

Budget Center Manager

**REVENUES**

| Student Fees | Other Fees (Specify) | Balance Forward (from FGITBAL) | Total Revenues |
|--------------|----------------------|--------------------------------|----------------|
| <b>4</b>     | <b>5</b>             | <b>6</b>                       | <b>7</b>       |

Additional Information: **9** \_\_\_\_\_  
\_\_\_\_\_

Form Prepared by: **10** \_\_\_\_\_ Date: \_\_\_\_\_  
Manager Signature: **11** \_\_\_\_\_ Date: \_\_\_\_\_

**EXPENDITURES - Total expenditures must equal total revenues.**

| Salary<br>60000 | Hourly Teaching<br>61000 | Hourly Non-Teaching<br>62000 | Salaried Benefits<br>65000 | Other Benefits<br>66000 | Current Expense<br>70000 | Travel   |           | Equipment<br>94000 | Total Expenditures |
|-----------------|--------------------------|------------------------------|----------------------------|-------------------------|--------------------------|----------|-----------|--------------------|--------------------|
|                 |                          |                              |                            |                         |                          | In 90000 | Out 90100 |                    |                    |
| <b>a</b>        | <b>b</b>                 | <b>c</b>                     | <b>d</b>                   | <b>e</b>                | <b>f</b>                 | <b>g</b> | <b>h</b>  | <b>i</b>           | <b>8</b>           |

Chair/Director/Dean/Assistant Vice President/Provost: **12** \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President/Provost/President: \_\_\_\_\_ Date: \_\_\_\_\_

|                                     |           |       |                     |
|-------------------------------------|-----------|-------|---------------------|
| Budget Director: _____<br>Signature | _____     | Date  | _____               |
| Business Office: _____<br>Signature | _____     | Date  | _____               |
|                                     | Voucher # | _____ | Budget Entered/Date |

*\*This form requires Vice President/Provost/President signature*

All the numbered fields must be filled out.

1. Enter the index code
2. Enter the index description
3. Enter the Budget Center Manager name
- 4 & 5. This is the PROJECTED revenue for the current fiscal year. If your index is a student fee index, enter the number in box 4. All other fees (course fees, lab fees, donations, etc...), enter the number in box 5.
6. See the next page for instruction on the calculation and example.
7. This is the total of boxes 4,5 &6 (box 7 = box 4 + box 5 + box 6)
8. Allocate the total revenues from box 7 to the appropriate box under the Expenditure section, depends on your department's need.  
  
Box 8 = a+b+c+d+e+f+g+h+i. Make sure that Box 8 = Box 7.
9. Provide additional information (if any). Otherwise, just state "Set up initial budget."
10. Sign your name and date
11. BCM's signature
12. Dean, AVP, Provost, VP signatures

Chart: C Fiscal Year: 21 Fund: Account: Account Type:

GENERAL LEDGER TRIAL BALANCE

| Account      | Description                     | Beginning Balance | Debit/Credit |
|--------------|---------------------------------|-------------------|--------------|
| 10010        | Claim on Cash                   | 841,680.15        | Debit        |
| 12050        | Accts Rec-Other                 | 0.00              | Debit        |
| 12060        | Accts Rec-Credit Memos          | 0.00              | Debit        |
| 20010        | Accounts Payable                | 440.63            | Credit       |
| 20020        | Sales Tax Payable               | 0.00              | Credit       |
| 20030        | A/P Adjustments                 | 0.00              | Credit       |
| 20180        | Unidentified Checks Holding     | 0.00              | Credit       |
| 21012        | P/R W/H-Fidelity                | 0.00              | Credit       |
| 21013        | P/R W/H-Ded Miscellaneous       | 0.00              | Credit       |
| 30005        | Revenue Control                 | 0.00              | Credit       |
| 30010        | Expenditure Control             | 0.00              | Debit        |
| 30020        | Encumbrance Control             | 8,445.11          | Debit        |
| 31010        | Budgeted Expenditure Control    | 0.00              | Credit       |
| 31020        | Reserve for Encumbrance         | 8,445.11          | Credit       |
| 31030        | Budgeted Change to Fund Balance | 0.00              | Debit        |
| 42005        | General Unrestricted            | 0.00              | Credit       |
| 42010        | Other Unrest Fund Bal           | 841,239.52        | Credit       |
| <b>Total</b> | <b>ALL ACCOUNTS</b>             | <b>0.00</b>       |              |

Always use the current FY, not the prior FY.

$$\begin{aligned}
 \text{Carry forward amount} &= \text{Fund Bal} - \text{Reserve for Encumbrance (if any)} \\
 &= 841,239.52 - 8,445.11 \\
 &= 832,794.41
 \end{aligned}$$