

Mid-Year Checklist

<i>Department Level</i>
All funds are included in review
Projection worksheet contains projections for January through June 30 activity
Projection worksheet includes, chargebacks, expenditure transfers, salary adjustments, positive pay
Projected expenses are reduced by any being moved out
Projection worksheet is pivoted or subtotaled to allow linking
Projected compensation increases (IRP's, reclasses, promotions) are included
Entries for Jan-June Projections are linked or manually entered in correct account code
Formula for all subtotals manually entered
Budget transfers balance to zero within the department and/or the division.
Budget transfers don't balance to zero due to outside revenue or transfers across division transfers? Provide explanation.
Budget transfers going out are minus (-); coming in plus (+)
Any projected additional funds (not budgeted as an offset) are shown as budget transfers in
Fund level Jan-June projections include both revenue and expenses
Projections include benefit costs for fee-supported departments and trusts
<i>Subdivision/Division Level</i>
All departments within the division are included
Division summary sheet matches Period 6 data warehouse report for Division, subdivision and department budget and actuals
Department Level and Fund Level reports submitted match division summary
All funds are reported in the appropriate section on the summary sheet, i.e., operating fund, lottery, capital/trust/etc.
Manual subtotals are accurate on worksheets
Fund numbers are listed on all trusts
Trust figures are using actuals, not budget, for identifying ending balances
All expected revenue and expenditures for trusts are included in the projections
Compensation increases and budget allocations are included in projections
Division memo from VP matches figures on division summary sheet