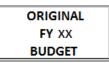


## **Complete Reconciliation of Changes Worksheet**

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:

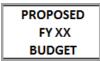
- 1 "Save as" a copy of the template to use for each department/cost center in your security access.
- 2 Update your **Department**, **Department No**., and **Cost Center No**.
- 3 Update the Original FYXX Budget column with the amounts from PBCS Budget Prior Fiscal Year Final or Post Final Departmental 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.

				PROPOSED
	Funding Source	INCREASE	DECREASE	FY XX
ADJUSTMENT DESCRIPTION		(+)	(-)	BUDGET

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).

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.

Last Revision: 3/8/2022