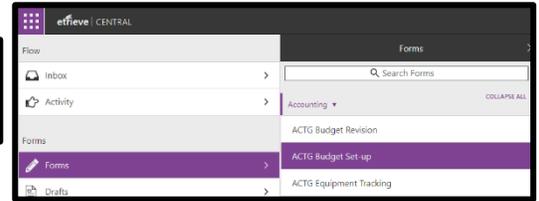


Budget Set-up

A Budget Set-up form is submitted in Etrieve: at the beginning of a new grant cycle, or at the beginning of the fiscal year. The fiscal year runs from July 1st – June 30th.

To access the form:

- Log into Etrieve Central : etcentral.yosemite.edu/
- Forms > Accounting > ACTG Budget Set-up



Form Information Entry:

- Fiscal Year – The drop down will list available fiscal years
 - A new grant would be current fiscal year, or the next fiscal year if budget is being set up for next year
 - When multiple fiscal years are available make sure to choose the correct fiscal year
- Your Phone Extension
- The Program Name (EXAMPLE: Strong Workforce Local FY 2021 – 22)
- The Grant/Contract Number (NA if there is not an identifying number)
- The Performance Period (Time frame that the budget will be in place)
- Total Funding Amount
- Type of Funding (Federal, State or Local)
- Funding Agency
- Fund (XX-0000-0000-000000-00000, for restricted accounts the fund is 12)
- Subfund (00-XXXX-0000-000000-00000)
- The Budget Manager
- Intended Restricted Purpose of Funding
- The Location (MJC, CC, or CS)
- The Division
- First Number in the Object Code:
 - 3 – (3XXXX) – Fund Balance
 - 4 – (4XXXX) – Revenue
 - 5 – (5XXXX) – Expenditures
- Enter the following information for both Expenditures and Revenue/ Fund Balance:
 - Responsibility Code and Activity Code (00-0000-XXXX-XXXXXX-00000)
 - Object Code (00-0000-000000-XXXXXX)
 - Budget amount for that object code

• Use the + button to add additional accounts

• A Red X means it is a new account number



- Total Expenditures must match total Revenue/Fund Balance
- A summary of information is available at the bottom

Expenses Subtotals			
51xxx	52xxx	53xxx	54xxx
\$8,000.00	\$0.00	\$3,000.00	\$1,000.00
55xxx	56xxx	57xxx	
\$0.00	\$0.00	\$0.00	

Total Expenditures	\$12,000.00
Revenues/Fund Balance	Amount
1630_601000	12,000.00
Total Revenue	\$12,000.00

• Revenue vs Fund Balance

- Revenue (Object Codes 48XXX)
 - New Anticipated Revenue
 - Funds that were received in a previous year but not earned (carryover)
- Fund Balance
 - Prior year revenue earned but not spent (Object Codes 397XX)
 - State and Federal Grants should not have a fund balance account

- Attach required Documentation
 - This should be backup verifying the award amount of the budget.
 - Appropriate Backup includes:
 - Executed Grant Contract Memo from Grants Office showing the granting agency and the total award amount
 - A copy of the signed and fully executed contract from the Granting Agency
 - Prior Year Account Information to Justify the new year Budget

EXAMPLE:

Account Information Report

- This budget started off the year with a fund balance of \$47,104.35
- Has received \$16,063.41
- Has spent \$26,836.71
- So the new year budget would start off with a fund balance of \$36,331.05.
- Any additional Revenue would be added to that amount to get the maximum expenditure budget amount

Object Code - Title	Budget	Actual	Balance	Encumbered	Requisitioned	Unencumbered
39710 - FB Resrwd	0.00	47,104.35		0.00	0.00	
48820 - Contrib Grants	35,198.49	16,063.41	(19,135.08)	0.00	0.00	
54431 - Noninstruc-Supplies	3,500.00	1,056.66	2,443.34	221.16	0.00	2,222.18
54464 - Noninstruc-Food/Hospitality	3,000.00	2,852.65	147.35	0.00	0.00	147.35
55102 - Travel-Out of District	26,198.49	21,810.42	4,388.07	1,642.57	0.00	2,745.50
55679 - Activities-Other Events	2,000.00	758.99	1,241.01	0.00	0.00	1,241.01
56400 - Equipment-\$5K	500.00	357.99	142.01	0.00	0.00	142.01

- Include any comments that may be useful in the future
- Click Submit when done