**Modesto Junior College** **Associated Students**

**Prepared by: MJC Business Services**

**Revised on 08/06/14 File Name: Accounting Manual-Final.docx**

**Budget Revision Procedures**

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**Budget Revisions**

 Budget monitoring is the process of comparing the budget to the actual revenues and expenses at a point in time to determine whether the revenues are coming in as expected, and that the expenses are not exceeding the amounts authorized in the budget. The ASMJC Finance Committee and ASMJC advisor should monitor the budget at least monthly, so that there is adequate time to adjust plans if the budget is not realistic or if the planned goals will not be met because of lower than projected revenue or higher than projected expenses.

The ASMJC Finance Committee should revise the budget whenever any significant changes occur. The ASMJC Senate must approve all budget adjustments and record them in their meeting minutes. The ASMJC Advisor and the Vice President of Student Services can make recommendations on all changes to the budget.

After a budget revision has been determined, the information must be entered in the provided **Budget Revision Form (Page 5)**. Please use the following directions to complete the Budget Revision Form:

1. **Account Number:** The students and advisors must use the account numbers that the College establishes in its unique chart of accounts.
2. **Account Description:** Provide a description for the increase/decrease of each revenue and expenditure line item being adjusted.
3. **Current Budget:** Enter the current budget for all line items.
4. **Budget Revisions:** Enter all increases or decreases to each line item being adjusted.
5. Debit: (Increases the Expenditure or Decreases the Revenue)
6. Credit: (Increases the Revenue or Decreases the Expense)
7. **Revised Budget:** Enter the revised budget for each line item.
8. **Signatures**: The Budget Revision Form should be signed by the following individuals:
9. ASMJC President/Designee
10. ASMJC President
11. ASMJC Advisor ( a designated certificated employee)
12. Vice President of Student Services

In addition: *A copy of the ASMJC Senate minutes approving the Budget Revision must be attached.*

