

# DEFICIT REPORT INSTRUCTIONS

## INSTRUCTIONS FOR CLEARING DEFICITS:

- Deficit Reports can be run by going to <\\shares\budget\FRS\Financial Reports.mdb> From there, navigate to Online Budget Reports; Budget Status Reports. Then see the section 'Report by Unit/Sub Unit'.
- **Please complete the form by eliminating bottom line controllable budget deficits (excluding encumbrances) where requested, or noting the reason why you have not.**  
**You do not need to clear each individual controllable budget account for a fund, as long as the total controllable budget is not in deficit.**
- You may also use the deficit report to initiate other budget adjustments, if you wish.

## PROCEDURE:

- (1) Next to lines with a deficit (negative balance before encumbrances), write the amount by which the budget is to be INCREASED in the increase column.
- (2) Next to the lines with positive balances before encumbrances, from which budget will be drawn to offset deficits, write the amount by which the budget is to be REDUCED in the decrease column. Entry should be written as a positive number.
- (3) SUM the decrease and increase columns to make sure they balance.  
**If you make entries involving more than one fund number, debits need not equal credits for individual funds, as long as the grand total of all debit entries equals the grand total of all credit entries.**
- (4) TOTALS for each column at the bottom of the last page/worksheet. Please sign or initial next to the totals (or add your name to the bottom of the worksheet).

## SITUATIONS REQUIRING ADDITIONAL EXPLANATION:

- (1) Transfers out of the salary line (prime account 61XX or 62XX): The only allowable transfers from salary are for direct coverage of a vacant position by a temporary employee, or for recruiting costs to fill the position. If you indicate a transfer from the salary line, please provide the following additional information: the position from which salary savings are drawn; the name of the temporary

replacement; the dates that employee worked, and the amount that employee earned; and complete, specific detail on any recruiting costs covered.

(2) If you are unable to clear a fund's bottom line controllable deficit (negative balance before encumbrances) please note the reason.

**FRINGE BENEFIT REMINDER:**

If you will be transferring budget from an operating or student labor line to cover a deficit in a wage or academic pay holding line (63XX or 64XX), you must also fund the fringe benefits (at the rate of 8.00%).

The related fringe benefit increase should be entered on the line for account 6701. If you are moving wage or academic pay holding budget from one fund to another, you should also transfer related fringe benefits.

**COLLEGE WORK STUDY LINE DEFICITS (prime account 6601):**

You are NOT responsible for covering these deficits, which will be cleared at the end of the year.

**ACADEMIC AFFAIRS POSITION FUNDS:**

Please do not use the deficit report for ANY transactions involving a "Position" fund. If you need to initiate such a transfer, prepare a pink Budget Journal Voucher, and route it through Academic Affairs.

**ACADEMIC AFFAIRS GENERAL FUND REVENUE-CONTINGENT FUNDS (New, Incentive, For-Credit CE):**

Please do not do budget transfers to/from regular general funds to or from the revenue contingent funds.

QUESTIONS? Please call Brelanda Pirani at x2083. THANK YOU FOR YOUR COOPERATION!.