

Instruction and General (I&G) Budget Types

General Description: This list below define in detail the different types of I&G budgets. In addition, it includes the most common exceptions and adjustments allowed depending on the type of budget.

Purpose: To provide the Colleges/Departments an understanding of the difference between permanent and temporary budgets and the adjustment types that change Original budget balances to adjusted budget balances. This will assist managers with daily operations and future planning.

Original Budget

The original budget, for I&G purposes, will match the budget that was reported to the Higher Education Department (HED) on May 1st for the new fiscal year. The original budget is a permanent budget and it is indicated within the transaction listing with a transaction code of BD01.

Permanent (aka Recurring)

Permanent or recurring funds are replenished every fiscal year. A permanent budget is recurring, and can be spent every year. Most often, we would refer to an I&G salary budget as a permanent or recurring budget. A portion of I&G operating budgets are generally permanent or recurring as well. In a salary example, the employees' budgeted salary in position #123 can be expensed/spent for this same position #123 in current fiscal year and in the following/new fiscal year as the budget will be available for the same position #123 again.

One-time Budget (aka Non-Recurring)

This is a budget that is only available for one time use. Once one-time funding is expensed/spent, it is gone. Thus, the one-time budget should be expensed/spent on items that are not recurring. Some examples include a computer, a consultant, or a temporary employee. One-time funds should not be utilized for a recurring type of expenditure such as an ongoing salary or an annual license or membership. An example of one-time I&G funding is carry forward funds. Carry forward funds is budget that was left over or not expensed/spent in the previous year where these left over funds are made available in the next fiscal year. In this example, the carry forward funds are in addition to the permanent or recurring budget.

Adjusted Budget

The adjusted budget, for I&G purposes, represents the original budget plus or minus any changes to the original budget during the current/working fiscal year. The adjustments may be permanent or one-time. The "Total Adjusted Budget" for the current fiscal year is the combination of the original budget (BD1) and all budget adjustment (BD02, BD04, B4C, & BDC) transactions.

- **Permanent budget adjustments** can be a result of changes to a positions salary or reallocations. Within the transaction detail, permanent budget adjustments have a transaction code of BD02. To determine the current permanent or recurring budget, add the Original Budget (BD01 transactions) and all of the Permanent Budget adjustments (BD02 transactions).
- **One-time budget adjustments** can be a result of moving funds on a one-time basis for a special project or request or from carrying forward remaining budget from the previous year. Within the transaction detail, one-time budget adjustments have a transaction code of BD04, B4C, and BDC.

Carry forward

Carry forward funds is budget that was left over or not spent from the previous year where these left over funds are made available in the next fiscal year. The carry forward funds are in addition to the permanent or recurring budget.