




To: CCT Assistant Directors and Focus Area Heads
From: Edward Seidel, Director 
Date: 26 October 2004
Subject: CCTPS-05 Budget Change Policy

The purpose of the CCT Budget Change Policy is to create consistency in the way that budget change requests are prepared and routed for review and approval at CCT. As with all CCT operating policies, CCT's budget change process must be fully compliant with university policies and procedures.

CCTPS-05

CCT department and program budgets are established at the start of each fiscal year. In certain circumstances, it becomes necessary during the current year for a department to modify a particular category in its budget. Such circumstances may include, but are not limited to, preventing over-expenditures, meeting unusual events, etc.

CCT department and program budgets are established through the process of preparing the annual operating budget. This process is coordinated by the CCT Assistant Director of Operations and should begin each October. Current year budgets are modified by submitting to the Assistant Director of Operations a completed budget change request form.

Only those responsible for departmental budgets can request budget changes. Available budget funds from vacant faculty, staff and/or student positions cannot be used to increase supply and expense budgets. Use of these funds is at the discretion of the CCT Director, and exceptions must have the approval of the CCT Director.

Approval necessary on the budget change form will depend on who initiates the form. The usual two/three signatures would be as follows, in ascending order:

- Focus Area Head (if applicable),
- Assistant Director of requesting department,
- CCT Director.

When an event necessitates a budget adjustment, the change request should be submitted prior to the event. The transaction will be reflected on the department report in the month in which it is processed.

If the budget change is rejected due to insufficient funds, the budget adjustment form will be returned to the requestor.

Types of Budget Changes

Budget Increases and/or Decreases

Budget increases and/or decreases require the approval of the CCT Director. For budget increase and/or decrease requests, the following information must be completed on the budget change form:

1. Account name/line/number to be increased or decreased (if applicable),
2. Amount to be increased or decreased,
3. Purpose of the increase or decrease,
4. Appropriate departmental approvals.

Budget Transfers

Budget transfers move budgeted funds from one account or program area to another either within a department or between various departments. Budget transfers require the approval of CCT Director. For budget transfers, the following information must be completed on the budget change form:

1. Total amount to be transferred,
2. Account/Program/Line to be decreased,
3. Account/Program/Line to be increased,
4. Purpose of the transfer,
5. Appropriate departmental approvals.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT Director.