



# Amending the Activity Fund Budget (Fund 461)

Alias: Hey, I didn't budget enough  
money, now what?



# By the Way



- This presentation has been placed on the CFB Portal under **Presentations**.
- In case you want to print it later or refer someone else to the site.
- <http://cfbportal.org/>



# Step 1: Know the Risks

- Like your checkbook you can spend Activity Money as long as you have
  - a **budget** on the Region Ten System;
- However, you must have enough **cash** to cover.



# Step 1: Know the Risks

continued



- What do you mean by "enough **cash** to cover"?
- You must have a positive cash balance in your account (*i.e. not spend more than you have money to pay for*)
- This is calculated:
  - Beginning Cash Balance
  - Plus deposits year-to-date
  - Minus expenditures year-to-date
  - Equal a positive **CASH** number



# Step 2: The Paperwork



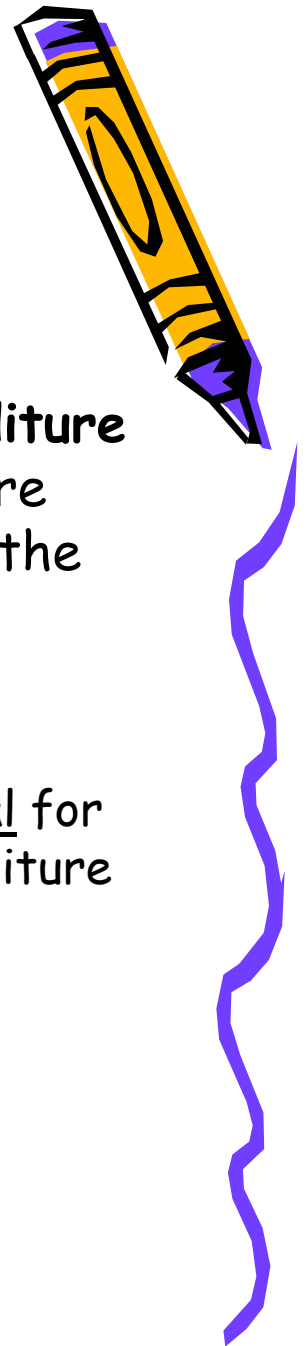
- The Budget Amendment Form is available off of the CFB Portal Forms File under Business Office labeled "**Budget Amendment Form**"
- Example form on next Slide.





# Step 2: The Paperwork

continued



- Steps to complete the form:
  - **A.** List **Revenue** code or codes where the money to pay for the expenditures is to come from & the amount (s)
  - *Don't worry we will give you some hints as to coding.*
  - **B.** List the **Expenditure** code or codes where you want to spend the Budget and the amount (s).
    - See Accounting Procedure Manual for help with Expenditure Coding



# Step 2: The Paperwork

continued

- **C.** Remember: Revenue Amounts must equal Expenditure Amounts.
- **D.** Fill in the "Purpose of the Amendment"

- **E.** Obtain appropriate Signatures
  - Department Head
  - Division Head
- **F.** Submit to Debbie Grindell, Budget Coordinator



# How will I know that my Budget Amendment has been Completed?

- Marsha Carpenter will send you an **e-mail confirmation** that your Budget Amendment is complete, or
- Look up on "5" or "9" screen



# Revenue Code Hints



- Donations:  
44.461.00.5744.00.XXX.000000
- ExtraCurricular/CoCurricular Activities  
other than Athletics:  
44.461.00.5753.00.XXX.000000
- Enterprising Services Revenue (Revenue  
from items for resale such as vending  
machines, school stores, coke machines,  
etc.: 44.461.00.5755.00.XXX.000000

Replace XXX with your Campus Number



# Other Thoughts



- To the extent that is possible, when submitting your Budget Amendment,
- Try and make it large enough (*enough money*) to cover the **entire year**.
- A few amendments a year should be sufficient,
- i.e. not one every week or every month.
- If you feel you need this information to be **taught in a classroom** type setting, let me know. E-mail me at [halseyb@cfbisd.edu](mailto:halseyb@cfbisd.edu).



# Celebrate!



- You have now completed your first Activity Fund Budget amendment.

• Yea, team!

