Continuation Budget Check List

Please ensure you accomplish the following items prior to submitting the Continuation Budget upload spreadsheet:

□ Proper Column headings and order:
  □ ORGN, FUND, ACCT, PosNum, WorkPercent, SumNA, SBS, D-Level, NCHEMS

□ All rows have values in the required columns:
  □ ORGN, FUND, ACCT, SBS, D-Level, NCHEMS

□ All labor rows for positions also include PosNum and WorkPercent

□ There are no red cells in the “SBS” or “PosNum Issues” columns.

□ All positions have work percentages totaling 100% -OR- identify the other unit(s) if the position is split (identify in the Notes section) using the “PosNum Pivot” tab.

□ All Non-Labor amounts rounded to 100’s, and labor amounts rounded to 100’s within each org/fund combination.

□ All match expenses budgeted on 149998, with revenue on account 9982, and an equal budget fund 103010 and account 8582.

□ All restricted expenses budgeted on 998000.

□ There are no duplicate ORGN/FUND/ACCT rows – except for positions, verified using the “Duplication Check Pivot” tab.

□ There are no rows with zero (0) budget.

□ Any blank cells are truly blank (e.g., the ‘space bar’ not used to make the cell appear blank).

□ Budget categories (personnel, travel, contractual, supplies, etc.) compared to prior year activity for accuracy.

□ Indirect Cost Recovery is accurately estimated; accurately budget the expenses related to this funding source in the orgs where they will occur.

□ Use current estimate on all expected revenues: State RSAs, Foundation reimbursements, Intra-Agency, Federal, Tuition & Fees, ICR, etc.

□ Each Pool position (PCN) equals 100% for the entire unit, not by org.

□ Account for all authorized positions associated with the unit – either fully budgeted –OR- $100 for reserved positions.

□ Balance the Pivot Table (FY18 PIVOT tab) by D-Level, Fund, and NCHEMS category.