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.

☐ 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.

☐ Estimate all expected revenues: State RSAs, Foundation reimbursements, Intra-Agency, Federal, Tuition & Fees, 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 (FY15 PIVOT tab) by D-Level, Fund, and NCHEMS category.