

**Budget Submission Checklist**

*Before submitting your Organization's budget to the Office of Budget & Planning, please verify the below items have been completed. Only the lead BC Processor should be submitting the budget for the Organization.*

[ ]  Requested amount of object code 4100/4101 within Organization matches control totals

*The amount of permanent 2 Ledger funding given to an Organization cannot exceed the amount loaded by Budget & Planning.*

[ ]  Transfers within the Organization (School/College/Unit) net to zero

*Reminder: Instead of transferring permanent funds within your 2L accounts, the allocation of 4100/4101 funds can be used.*

[ ]  Transfers external to Organization have been listed on the Transfer Reconciliation Spreadsheet, and object code totals tie to budget construction submission

*Only one Transfer Reconciliation Form should be submitted per Organization.*

[ ]  A beginning of year projected Fund Balance has been entered for each fund source

*Projected Beginning Fund Balance amount must be entered into at least one account for each fund source for each Organization. Please use the “UCONN Organization Account Ending Fund Balance” report to verify that your Unit, in aggregate, is not projected to end in a deficit position.*

[ ]  Accounts are not in deficit
*All accounts should be projected to end with a balance greater than or equal to $0. However, the budgeting* ***requirement*** *is for each subfund, in aggregate, to be projected to end with a balance greater than or equal to $0. Please note that at year end, all actual deficits in individual accounts are required to be funded.*

[ ]  All 2PLGs have been deleted on all accounts

*Use the "List 2PLG" report. Each BC document on report will need to be opened in order to delete the 2PLG.*

[ ]  Explanation of significant variances from the prior year

*This can be submitted to Budget & Planning via email*