

# Instructions for Request to Budget New Revenue and/or Fund Balance

Use the following instructions on how to fill out the form to request New Revenue and/or Fund Balance. Included is an example of a completed form and the reports used to submit a request.

1. **Division:** Please put the division and/or college here. i.e. DOR, CLASS, NSM
2. **Department:** Enter department within division/college. HXXXX – description
3. **Cost Center Title:** Cost Center Title is also the Program Code description for that Cost Center (For NA cost centers). The program code name is located in the top left of 1074 reports.
4. **Cost Center & ST:** Enter information in Fund-Dept ID- Program- Project- Speedtype format.
5. **Fund Balance budgeted during CoogPlan:** Found on 1074.1 Revenue & Expense - Budget Node Summary report: Base (Original) Column, B4035 Row
6. **Revenue budgeted during CoogPlan:** Found 1074.1 Revenue & Expense - Budget Node Summary report: Base (Original) Column, Total Revenue Row minus B4035 Row
7. **Expenses budgeted during CoogPlan:** Found on 1074.1 Revenue & Expense - Budget Node Summary report: Base (Original) Column, Total Expense Row
8. **Requested Fund Balance:** Amount you are requesting to budget as fund balance in this transaction. This amount must be less than or equal to the Remaining Unbudgeted Fund Balance (See Item #12 on example). Enter as a negative number. This will be the on REVEST journal.
9. **Requested New Revenue:** Amount you are requesting to budget as new revenue in this transaction. This amount must be less than or equal to the Remaining Unbudgeted New Revenue (See Item #13 on example). Enter as a negative number. This will be on the REVEST journal.
10. **Requested Expense:** This should be the total of the amount on Lines 8 and 9. Enter as a positive number. This will be amount of the ORG journal.
11. **Actual Fund Equity Balance:** From the 1074.6 Balance Sheet Report: Year to Date Balance Column,(2nd to the last Column), Available Fund Equity (Adjusted For Commitments) Row.
12. **Remaining Unbudgeted Fund Balance:** From 1033A Unbudgeted FE with Exp/Rev Bud report under the "Difference" column (last column as seen below) in the row associated to the cost center. Note: "Unbudgeted Fund Equity", the third column on the report is the combination of revenue and fund balance. If there is no revenue, the amount in the third column and last column will equal each other.
13. **Remaining Unbudgeted New Revenue:** From 1033A Unbudgeted FE with Exp/Rev Bud report under "Unrealized Revenue" column in the row associated with the cost center.
14. **Please explain why this amount was not budgeted in CoogPlan.** This should be a verbalization of the reason you could not or did not budget the additional amounts in new revenue or fund balance that you are attempting to budget for now.
15. **Please explain how the funds will be used,** and why are the funds needed in addition to any amount (or lack of amount) currently in the cost center.
16. **NACUBO Code:** Please select the box based on the program code letter contained in the cost center. Select one and only one.
17. **Department Administrator:** Initiator's Signature
18. **College Administrator:** Approval Signature for the College
19. **Division Administrator:** Approval signature from Provost Office (for colleges) or the Division.

## REQUEST TO BUDGET NEW REVENUE and/or FUND BALANCE

**1.** Division Academic Affairs; H0408 HRM Department **2.** H0081 Hotel Restaurant Management  
**3.** Cost Center Title HRM HILTON LEGACY EXHIBIT Cost Center & ST **4.** 4041-H0081-D0722-NA-30269  
Fund – Dept.-ID – Prog–Project-ST

	Budgeted During BDM	Requested Adjustment
<b>Fund Balance</b>	<b>5.</b> (1,000.00)	<b>8.</b> (278,000.00)
<b>Revenue</b>	<b>6.</b> (12,000.00)	<b>9.</b> (129,000.00)
<b>Expense</b>	<b>7.</b> 13,000.00	<b>10.</b> 407,000.00

**11.** Actual Fund Equity Balance less Commitments (1074) (420,000.00) as of date of requested adjustment  
**12.** Remaining unbudgeted Fund Equity (UGLS033A) (278,000.00) (Amount Under "Difference" column)  
**13.** Remaining unbudgeted New Revenue (UGLS033A) (129,000.00)

**14.** Why wasn't this additional Fund Balance/ New Revenue budgeted during the budget cycle?  
The first gift of \$229,000.00 was not received until after the Budget Cycle for 2016 concluded. After that we have received additional gifts of \$191,000 in FY15 and FY16. The Hilton Legacy Exhibit is an event that is part of the Hall of honor happening in our college this week.

**15.** Please explain how the funds will be used.  
The funds will be used to execute the event for Hilton Legacy Exhibit for M&O and Travel and Business.

**16.** How do these expenditures align with the strategic goals (NACUBO codes) of the University? Please check as appropriate:

- Student Access and Success** - Axxxx (INSTRUCTION), Dxxxx (Academic Support), Exxxx (Student Service), Hxxxx (Scholarships & Fellowships), Ixxxx (Auxiliary Enterprises)
- National Competitiveness** - Bxxxx (Research)
- Infrastructure and Administration** – Fxxxx (Institutional Support), Gxxxx (Physical Plant)
- Community Advancement** – Cxxxx (Public Service)

Approvals:

**17.** \_\_\_\_\_  
 Department Administrator                      Date

**18.** \_\_\_\_\_  
 College Administrator                      Date

**19.** \_\_\_\_\_  
 Division Administrator                      Date  
 Or Delegate

Cost Center 4: 4041/H0081/D0722/NA (30269)  
 Business Unit : 00730 University of Houston  
 Fund : 4041 RSTR GEN-PRIV GIFTS  
 DeptID : H0081 HOTEL AND RESTAURANT MANAGEMEN  
 Program Code : D0722 3,HRM HILTON LEGACY EXHIBIT  
 Project : NA NA  
 CC Manager : 8000777 Reynolds.Dennis Edward

UNIVERSITY OF HOUSTON - SYSTEM

Revenue & Expense - Budget Node Summary  
 Period Ended October 31, 2015 (Through Period 2).  
 Report Includes All Active and Inactive Cost Centers

Page No. : 1  
 Report ID : UGLS1074.1  
 Database : FSPRD  
 Run Date : 10/20/2015  
 Run Time : 08:34:30 AM

Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference									
B4020 PRIVATE GIFTS	6. -12,000.00	-12,000.00	-90,000.00	-141,000.00	-141,000.00	0.00	0.00	129,000.00	****.5%
B4035 FUND BALANCE	5. -1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	100.0%
Total Revenue	-13,000.00	-13,000.00	-90,000.00	-141,000.00	-141,000.00	0.00	0.00	128,000.00	-984.6%
B5009 L3-MAINTENANCE AND OPERATIONS	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	100.0%
B5066 L3-TRAVEL AND BUSINESS EXPENSE	8,000.00	8,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	100.0%
Total Expense	7. 13,000.00	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00	100.0%

Prior Budget References

No Revenue Found.

No Expense Found.

Grand Total Revenue	-13,000.00	-13,000.00	-90,000.00	-141,000.00	-141,000.00	0.00	0.00	128,000.00	-984.6%
Grand Total Expense	13,000.00	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00	100.0%

Cost Center : 4041/H0081/D0722/NA (30269)  
 Business Unit : 00730 University of Houston  
 Fund : 4041 RSTR GEN-PRIV GIFTS  
 DeptID : H0081 HOTEL AND RESTAURANT MANAGEMEN  
 Program Code : D0722 HRM HILTON LEGACY EXHIBIT  
 Project : NA  
 CC Manager : 8000777 Reynolds.Dennis Edward

UNIVERSITY OF HOUSTON - SYSTEM

Balance Sheet  
 Period Ended October 31, 2015 (Through Period 2).  
 Report Includes All Active and Inactive Cost Centers

Year To Date

Page No. : 2  
 Report ID : UGLS1074.6  
 Database : FSPRD  
 Run Date : 10/20/2015  
 Run Time : 08:34:30 AM

Acct	Description	2016 Beginning Year Balance (0)	Beginning Balance Oct 01, 2015 (2)	October Activity (2)	Balance Oct 31, 2015 (2)	Balance Oct 31, 2014 (2)
10100	CALCULATED CLAIM ON CASH	279,000.00	330,000.00	90,000.00	420,000.00	2,000.00
	ASSETS	279,000.00	330,000.00	90,000.00	420,000.00	2,000.00
20104	A/P ACCRUAL EOY	0.00	0.00	0.00	0.00	0.00
	LIABILITIES	0.00	0.00	0.00	0.00	0.00
30100	CUR UNREST GEN'L FND	-358,271.25	-358,271.25	0.00	-358,271.25	-81,271.25
33518	NMT FROM CUR RES LO	-51,096.79	-51,096.79	0.00	-51,096.79	-51,096.79
36100	OTHER FUND DEDUCTS	128,313.44	128,313.44	0.00	128,313.44	128,313.44
37418	NMT TO CUR RES LOC	2,054.60	2,054.60	0.00	2,054.60	2,054.60
	EXPENSE SUMMARY	-	0.00	0.00	0.00	0.00
	REVENUE SUMMARY	-	-51,000.00	-90,000.00	-141,000.00	0.00
	FUND EQUITY	-279,000.00	-330,000.00	-90,000.00	-420,000.00	-2,000.00
	TOTAL LIABILITY & FUND EQUITY	-279,000.00	-330,000.00	-90,000.00	-420,000.00	-2,000.00
	FUND EQUITY	-279,000.00	-330,000.00	-90,000.00	-420,000.00	-2,000.00
	OPEN COMMITMENT	0.00	0.00	0.00	0.00	0.00
	AVAILABLE FUND EQUITY (Adjusted for Commitments)	-279,000.00	-330,000.00	-90,000.00	11. -420,000.00	-2,000.00

Report ID : UGLS033A  
 Business Unit: 00730  
 Department : H0081 HOTEL AND RESTAURANT MANAGEMEN  
 Responsible : STUTTS,ALAN  
 Acct Period : 2  
 Fiscal Year : 2016

University of Houston - System  
 Unbudgeted Fund Equity With Expense And Revenue Budgets  
 Period Ended October 31, 2015

Page No. : 6  
 Run Date: 10/20/2015  
 Run Time: 09:29:15 AM

Cost Center	Program Description	Fund Equity Less All Commitments	Current FY/ Bud Ref BBA	Unbudgeted Fund Equity	Unrealized Revenue	Difference
4028 H0081 H1350 NA	HRM BOMBAYWALA SCH END	-1,244.00	1,200.00	-44.00	-856.00	-900.00
4028 H0081 H1360 NA	HRM F&B MGRS SCH	-11,047.00	11,500.00	453.00	-7,451.00	-6,998.00
4028 H0081 H1368 NA	HRM NAT HART ENDOWMENT	-828.00	759.00	-69.00	-1,259.00	-1,328.00
4028 H0081 H1370 NA	HRM GOURMET NIGHT END SCHOLARS	-2,038.51	2,000.00	-38.51	-536.00	-574.51
4028 H0081 H1372 NA	HRM IAHA SCHOLARSHIP	-2,335.00	2,275.00	-60.00	-2,374.00	-2,434.00
4028 H0081 H1376 NA	BRINKER INTERNATIONAL ENDOW SC	-5,804.50	5,800.00	-4.50	-3,929.00	-3,933.50
4028 H0081 H1378 NA	FOUR SEASONS HOTELS SCHOL - HR	-6,508.00	6,500.00	-8.00	-8,711.00	-8,719.00
4028 H0081 H1380 NA	NAT ASSOC CATERING EXECUTIVE S	-1,267.00	1,200.00	-67.00	-1,436.00	-1,503.00
4028 H0081 H1699 NA	MARY LOOK SCHOLARSHIP	-6,859.00	6,800.00	-59.00	-6,256.00	-6,315.00
4028 H0081 H1701 NA	ROSEMARY GARBETT SCHOLARSHIP	-6,119.00	6,100.00	-19.00	-3,965.00	-3,984.00
4028 H0081 H1725 NA	HRM BLISS SCHOLARSHIP	-13,192.00	13,150.00	-42.00	-16,174.00	-16,216.00
4028 H0081 H1727 NA	HRM ASSOCIATE/PARKER	-993.00	900.00	-93.00	-1,411.00	-1,504.00
4028 H0081 H2431 NA	CHARLES FITZGIMMONS SCHOL	-2,034.00	2,000.00	-34.00	-1,054.00	-1,088.00
4028 H0081 H2432 NA	HRM TH & MA SCHOLARSHIP	-2,970.47	2,900.00	-70.47	-5,194.00	-5,264.47
4028 H0081 H2585 NA	HRM SIMMONS SCHOLARSHIP	-3,704.00	3,700.00	-4.00	-1,663.00	-1,667.00
4028 H0081 H8324 NA	BROTHERHOOD KNIGHTS OF VINE	-1,775.00	1,700.00	-75.00	-1,811.00	-1,886.00
4028 H0081 H9620 NA	CURTIS NELSON SCHOL ENDOW	-6,162.00	6,024.00	-138.00	-10,524.00	-10,662.00
4028 H0081 H9742 NA	MASSAD FAMILY SCHOLARSHIP	-1,325.00	1,300.00	-25.00	-1,480.00	-1,505.00
Sub Total:		-107,830.75	108,457.00	626.25	-104,122.00	-103,495.75
4041 H0081 A0449 NA	HOTEL & REST MGT DOE	-208.40	0.00	-208.40	0.00	-208.40
4041 H0081 A0864 NA	HRM FAC DEV, BARTH	0.00	2,000.00	2,000.00	-2,000.00	0.00
4041 H0081 A1540 NA	CN HILTON PROFESSORSHIP	19,903.91	93,001.49	112,905.40	-130,000.00	-17,094.60
4041 H0081 A1542 NA	HILTON DEVELOPMENT	76,196.57	58,095.66	134,292.23	-140,000.00	-5,707.77
4041 H0081 A1544 NA	BARRON HILTON	-55,949.18	175,767.41	119,818.23	-180,000.00	-60,181.77
4041 H0081 A1556 NA	HRM OPERATING SUPPORT	5,452.89	26,067.56	31,520.45	-45,000.00	-13,479.55
4041 H0081 A1558 NA	HRM HILTON GRANT INSTRUCTION	268,159.48	0.00	268,159.48	0.00	268,159.48
4041 H0081 A1955 NA	HUBBS PROFESSORSHIP	13,823.46	7,649.28	21,472.74	-22,000.00	-527.26
4041 H0081 A2026 NA	FORTE VISITING SCHOLAR	-27,985.00	13,990.00	-13,995.00	0.00	-13,995.00
4041 H0081 A2054 NA	GHRA RESTAURANT EDUC FUND	-5,212.52	2,600.00	-2,612.52	0.00	-2,612.52
4041 H0081 A9781 NA	SPEC'S CH FDN PROF / HRM	4,835.27	2,334.90	7,170.17	-11,000.00	-3,829.83
4041 H0081 C0369 NA	HRM FRED PARKS	-10.69	1,011.00	1,000.31	-1,000.00	0.31
4041 H0081 C0470 NA	HRM DEAN'S FUND - A E	-49,458.19	134,468.04	85,009.85	-87,241.31	-2,231.46
4041 H0081 C0472 NA	HRM REST GEN GIFT IN KIND SUPP	-180.00	0.00	-180.00	0.00	-180.00
4041 H0081 D0038 NA	HRM ALUMNI HALL	-160,420.06	118,800.00	-41,620.06	-50,000.00	-91,620.06
4041 H0081 D0052 NA	BEST WESTERN HISTORY&LEGACIES	-8,576.16	5,400.00	-3,176.16	-3,500.00	-6,676.16
4041 H0081 D0722 NA	HRM HILTON LEGACY EXHIBIT	-419,970.00	12,970.00	-407,000.00	13. 129,000.00	12. -278,000.00
4041 H0081 D1237 NA	HRM PAR EXCELLENCE	-23,714.30	37,144.72	13,430.42	-24,314.50	-10,884.08
4041 H0081 D1239 NA	HRM HOSP IND HISP DEV INST	-5,307.65	9,500.00	4,192.35	-5,000.00	-807.65
4041 H0081 D1243 NA	FACULTY DEV - ABBOTT	408.50	2,591.50	3,000.00	-3,000.00	0.00
4041 H0081 D1245 NA	ERIC'S CLUB GIFTS	-44,201.73	37,000.00	-7,201.73	-15,000.00	-22,201.73
4041 H0081 D1249 NA	HRM GRAND WINE AND FOOD AFFAIR	-10,220.92	60,221.00	50,000.08	-50,000.00	0.08
4041 H0081 D1259 NA	HRM MARRIOTT STUDENT EXECEL SA	-102,655.03	206,874.05	104,219.02	-150,000.00	-45,780.98
4041 H0081 D1834 NA	HRM FACULTY DEV NON TENURE	-11,876.00	11,876.00	0.00	0.00	0.00
4041 H0081 D1835 NA	FACULTY DEVELOPMENT GUCHAIT	20.50	979.50	1,000.00	-1,000.00	0.00
4041 H0081 D1836 NA	FACULTY DEVELOPMENT MOROSAN	0.00	2,000.00	2,000.00	-2,000.00	0.00
4041 H0081 D1837 NA	FACULTY DEVELOPMENT -KOH	0.00	2,000.00	2,000.00	-2,000.00	0.00

Commitment Control

	<b>Header BU:</b> 00730	University of Houston System	<b>Run Date:</b> 10/27/2015
	<b>Fiscal Year:</b> 2016	<b>BUDGET JOURNAL ENTRY DETAIL</b>	<b>Run Time:</b> 11:07:48
	<b>Acctg Period:</b> 2		

**Journal ID:** 0002917244      **Budget Entry Type:** Adjustment      **Ledger Group:** REVEST  
**Date:** 10/21/2015      **Edit / Hdr Status:** None      **Created By:** Nicholson,Beverly  
**Description:** TO BUDGET FUND EQUITY AND NEW REVENUE FOR HRM HILTON LEGACY EXHIBIT COST CENTER.      **Post Date:**

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B4035	4041	H0081	D0722	NA	BP2016		0		FUND BALANCE	8. -278,000.00
2	B4020	4041	H0081	D0722	NA	BP2016		0		PRIVATE GIFTS	9. -129,000.00

**Totals for Journal:** 0002917244      **Total Lines:** 2      **Total Debits:** 407,000.00      **Total Credits:** 0.00

**Signatures** \_\_\_\_\_ **Date** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Approval:** \_\_\_\_\_  
 \_\_\_\_\_

**Created By:** Nicholson,Beverly      **Date Printed:** 10/27/2015      **Journal. Dt.:** 10/21/2015

Approval History				
Step	Status	Date Timestamp	User ID	Name
0	I	10/21/2015 08:59 AM		Chandapilla,Thomas
01	S	10/21/2015 08:59 AM		
02	A	10/21/2015 08:59 AM		Chandapilla,Thomas
03	A	10/27/2015 10:23 AM		Eanes,Bradley Thomas
04	P	10/21/2015 08:59 AM		

Comments

Commitment Control

	<b>Header BU:</b> 00730	University of Houston System	<b>Run Date:</b> 10/27/2015
	<b>Fiscal Year:</b> 2016	<b>BUDGET JOURNAL ENTRY DETAIL</b>	<b>Run Time:</b> 11:09:30
	<b>Acctg Period:</b> 2		

**Journal ID:** 0002917244      **Budget Entry Type:** Adjustment      **Ledger Group:** ORG  
**Date:** 10/22/2015      **Edit / Hdr Status:** None      **Created By:** Nicholson,Beverly  
**Description:** TO BUDGET FUND EQUITY AND NEW REVENUE FOR HRM HILTON LEGACY EXHIBIT COST CENTER.      **Post Date:**

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B5009	4041	H0081	D0722	NA	BP2016		0		L3-MAINTENANCE AND OPERATIONS	307,000.00
2	B5066	4041	H0081	D0722	NA	BP2016		0		L3-TRAVEL AND BUSINESS EXPENSE	10. 100,000.00

**Totals for Journal:** 0002917244      **Total Lines:** 2      **Total Debits:** 0.00      **Total Credits:** 10. 407,000.00

**Signatures** \_\_\_\_\_ **Date** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Approval:** \_\_\_\_\_  
 \_\_\_\_\_

**Created By:** Nicholson,Beverly      **Date Printed:** 10/27/2015      **Journal. Dt.:** 10/22/2015

Approval History				
Step	Status	Date Timestamp	User ID	Name
0	I	10/21/2015 09:00 AM		Chandapilla,Thomas
01	S	10/21/2015 09:00 AM		
02	A	10/21/2015 09:00 AM		Chandapilla,Thomas
03	A	10/27/2015 10:24 AM		Eanes,Bradley Thomas
04	P	10/21/2015 09:00 AM		

Comments