

## Purpose

This policy provides guidelines and establishes procedures for processing Budget Amendments to correct overdraw personnel or general expense pools. Budget amendments move funding from spend categories or spend category hierarchies with available budget to spend categories or spend category hierarchies with deficits.

## Policy

- x Budget Amendments are initiated at the Cost Center level within Workday by the Cost Center Manager. For step-by-step instructions, please see the Workday Job Aid [Create Budget Amendment for Organization](#).
- x Budget Amendments should be rounded to whole dollars.
- x All documentation/backups should be attached to the Budget Amendment in Workday.
- x Any new budget added (i.e., a one-sided amendment) or budget moving between executive levels/colleges/schools needs to be initiated by the Office of Financial Planning & Budget. Please email these requests to [budgetoffice@slu.edu](mailto:budgetoffice@slu.edu)
- x Budget Amendments are only completed for expenses (i.e., spend categories or spend category hierarchies). If a Budget Amendment is needed to adjust revenues (i.e., revenue categories or revenue category hierarchies), this request needs to go through the Office of Financial Planning & Budget with approval from the CFO or President.
- x Budget is not permitted to move between a Z1 Operating Fund [and any other fund type (e.g., Z4 Designated Unrestricted Fund)]. Budget Amendments are typically only completed in the Z1 Operating Fund [in the Z University Operational plan structure.
- x Budget is not permitted to move between personnel and general expense spend categories or spend category hierarchies unless previously approved and documentation is attached to the Budget Amendment.
- x All FT & PT personnel Budget Amendments are to have the corresponding fringe benefit entry. It will require manually entering an amount in the Fringe Benefits Allocated spend category. For example, a \$10,000 increase to a FT Staff spend category also requires a fringe benefit increase of \$3,325 or 33.25% of \$10,000 to the Fringe Benefits Allocated spend category.
- x A Budget Amendment is Permanent if it represents an ongoing need; otherwise it should be marked Temporary if it only pertains to the current fiscal year.

For questions or further information regarding the Budget Amendment Policy, contact the Office of Financial Planning & Budget [budgetoffice@slu.edu](mailto:budgetoffice@slu.edu)