

### Budget Amendment Instructions

Complete a budget amendment form to increase/decrease the year-to-date budget of an account. This is required when there are not enough funds to cover the cost of an upcoming expense or to correct a negative balance in an account.

#### TAYLOR PUBLIC SCHOOLS BUDGET AMENDMENT FORM

Account Number	YTD Budget	Addition +	Deletion -	New Budget
1 <u>11-252-5910-001-000-0000</u>	6,500.00	348.00	_____	6,848.00
2 <u>11-252-6420-001-000-0000</u>	5,500.00	_____	(348.00)	5,152.00
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____
<b>Total Line:</b>	\$ 12,000	\$ 348.00	\$ (348.00)	12,000

Account	Description	Resp	FC	AC	YTD Budget	YTD Actual	YTD Encum	Req Reserve	Balance
11-252-5910-001-000-0000	OFFICE SUPPLIES	99W	G	E	\$6,500.00	\$5,622.83	\$659.86	\$0.00	\$217.31
11-252-6420-001-000-0000	NEW EQUIP \$500-\$4999	99C	G	E	\$5,500.00	\$0.00	\$5,151.74	\$0.00	\$348.26

**YTD Budget is the number being updated with the budget amendment. It will ultimately increase/decrease the balance in each account.**  
**Total Line – The YTD Budget and New Budget must be equal.**