North Carolina
Department of Environment
and Natural Resources

P R O C E D U R E S

Section: Budget, Planning and Analysis **Number:**

Subject: Budget Revisions

Approved By: DENR Secretary

Eff. Date: Aug 1, 1997
Revised:

Budget Revision Procedure

1. The Division Budget Contact, with approval of the Division Director, determines changes that need to be made to the Budget(s) under their responsibility.

2. A budget revision number is obtained from the Division of Budget, Planning and Analysis, specifying the fund for which the revision is being made.

3. The budget revision is developed according to the requirements of the Office of State Budget and Management and the Division of Budget, Planning and Analysis.

4. The Division Budget Contact checks the Budget Revision System (BRS) through function 19, option 7 to identify any account/center combinations that require validation.

5. Any validations required must be forwarded to the Controller's Office and verification received that such validations have occurred prior to the next step.

6. The revision is submitted to the budget analyst in Budget, Planning and Analysis, who is assigned to that Division for review and approval.

7. The Budget Analyst reviews the revision and if the revision is an internal, type 14XXX budget revision, approves or disapproves the request action.

8. If the revision is a type 11XXX (certified) or 12XXX (authorized) budget revision, then the Budget Analyst recommends to the Director of Budget, Planning and Analysis approval or disapproval.

9. If approval is recommended and the Director of Budget, Planning and Analysis agrees, the revision

is forwarded to the Office of State Budget and Management for approval or disapproval.

10. If approved, the revision is returned to the Division of Budget, Planning and Analysis for formatting to be included in the Budget Revision System (BRS) and the North Carolina Accounting System.