

# Essex County College College Regulation

## REG 3-2 BUDGET REVIEW AND REVISION

**Purpose:**

To ensure the appropriate monitoring of College revenues and expenditures.

**Application:**

1. To facilitate the review of departmental and grant budgets, Area Heads and their designated supervisors shall have access to budget information on a daily basis through the Banner Administrative System and the Banner WEB Services.
2. Area Heads, and their designated supervisors, are responsible for the review and modification of budget accounts within their departments.
3. Required budget modifications may be forwarded to the Comptroller, through the Banner WEB services, for approval and implementation. Budget Revisions will be permitted in the following circumstances only:
  - (a) Adequate funds must exist in the account from which funds are being transferred.
  - (b) Budget revisions can be made to or from:
    - i. Operating (Non-salary) accounts only.
    - ii. Accounts in the same fund.

<b>Responsible Official(s):</b>	<b>Reference:</b> <i>N.J.A.C. 9:4-4.1</i>
<b>Regulation History:</b> App. 8/95, Rev. 10/02, 7/11, 3/17	<b>Attachment(s):</b>