

**Adjustments to Expenditure Authorization and Estimated Revenue
As Established in Current Fiscal Year Appropriation Act
BD-100
Instructions**

This form is used to adjust expenditure authorization and estimated revenue for Federal, Earmarked, and Restricted funds as established in the current year Appropriation Act. It may also be used to reduce expenditure authorization and related projected revenue as necessary.

<u>EBO Number</u>	Leave blank, number will be assigned by the Executive Budget Office (EBO).
<u>SCEIS Number</u>	Leave blank, number will be assigned by the Executive Budget Office (EBO).
<u>Agency Name</u>	Agency's name.
<u>Agency No.</u>	Agency's three-character Statewide Accounting and Reporting System (STARS) agency code.
<u>Fiscal Year</u>	Current fiscal year.

PART I

Adjustment to Expenditure Authorization

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| 1. <u>Program No.</u> | Eight-digit number representing program level for expenditure. |
| 2. <u>Program Title</u>
<u>Object Code Title</u> | Corresponding program (or subprogram) name and object code title. |
| 3. <u>Mini Code</u> | Four-digit numeric code to identify program and organizational unit. |
| 4. <u>Project/Phase</u> | Assigned four-digit STARS project number. Assigned phase code number. (If you do not have a phase code number, you must submit a Federal Grant Maintenance (D-38) form. |
| 5. <u>Budget Object Code</u> | Four-digit number describing expenditure. |
| 6. <u>Total Authorization Adjustment</u> | Total amount of authorization requested. |
| 7. <u>Funding Source</u> | If change is decrease in authorization, enclose amount in parentheses. |
| <u>Earmarked</u> 3000 | Amount of change in Earmarked funds authorization. (Federal funds received from another State agency are considered Earmarked funds.) |
| <u>Restricted</u> 4000 | Amount of change in Restricted funds authorization. |
| <u>Federal</u> 5000 | Amount of change in Federal funds authorization. |
| 8. <u>Total</u> | Total amount of all sources of funding. |

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| 9. <u>Explanation</u> | Provide a detailed justification of why an additional or reduction in authorization is necessary. |
| 10. <u>Agency Signature</u> | Have agency authorized representative, sign and date. |
| 11. <u>State Budget Analyst</u> | Leave blank, reserved for State Budget Analyst. |
| 12. <u>Lead Budget Analyst</u> | Leave blank, reserved for Lead Budget Analyst. |
| 13. <u>Grant Services Coordinator</u> | Leave blank, reserved for Grant Services Coordinator. |

PART II

Adjustment to Estimated Revenue

A. Expenditure Authorization Supported by Cash Brought Forward

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| 1. <u>Carry forward funds</u> | Check appropriate box. If yes, supply detail subfund and amount by source of funds. |
| 2. <u>Detail Subfund</u> | Four-digit numeric code for source of revenue. Number must correspond to Comptroller General's files for agency. |
| 3. <u>Amount</u> | Amount of requested cash brought forward.. |
| 4. <u>All Funds Total</u> | Total amount of carry forward funds for all sources of funds. |
| 5. <u>Total Part IIA</u> | Total of all amounts. |

B. Expenditure Authorization Supported by Increase in Projected Revenue

This will represent amount the Comptroller General should increase or decrease projected revenue.

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| 1. <u>Detail Subfund</u> | Four-digit numeric code for source of revenue. Number must correspond to numbers Comptroller General has on file for agency. |
| 2. <u>Revenue Object Code</u> | Revenue object identifying funding source. |
| 3. <u>Revenue Object Title</u> | Revenue object title. |
| 4. <u>Amount</u> | Amount of revenue to be received in current fiscal year above level included in Appropriation Act per detail subfund. |
| 5. <u>Total Part II B</u> | Total of all amounts. |
| 6. <u>Total Parts II A and II B</u> | Total of Part II A and II B. This should agree with total amount of Part I, Adjustment to Expenditure Authorization. |