



SRCI Budget Revision Procedure

UNC-Wilmington has earned the designation from the State of North Carolina as a Special Responsibility Constituent Institution, G.S. 116-30.1. This designation enables the University to utilize all available funds in the most effective manner possible.

When is a SRCI Budget Revision required?

1. General Funds only (Banner Fund codes that start with a “1”, Ex.: 121050)
2. When moving **general funds** budget between different account codes regardless of the program code.

Exceptions

**When moving budget between operating account pools within the same program code on a one time basis submit an online budget revision.

**When moving budget between operating account pools within the same program code on a continuing basis submit request on a budget revision template.

3. When moving **general funds** budget between different program codes regardless of the account code.
**When moving budget between the same account code within the same program code use a budget revision template for both one time and continuing requests.

Where can I obtain a SRCI Budget Revision Form?

1. SRCI Budget Revision Forms are available on the Budget Office [website](#).

How do I fill out the SRCI Budget Revision?

1. **Department:** Enter specific department. (i.e. Physical Plant, Randall Library).
2. **Prepared by:** Enter the preparer name.
3. **Division:** Select your division from the provided list.
4. **Division Ref. #:** Enter the number your division uses to track the flexes generated. The numbering begins with the department abbreviation (between 2-5 letters), followed by a dash, followed by current fiscal year (i.e. FY21), followed by a dash, followed by a 3-digit number. (i.e. The 19th flex submitted by Student Affairs for FY 2020-21 would be: SA-FY21-019). The division reference number will be the banner finance description.
5. **Continuing or One Time:** Specify if the SRCI Budget Revision will be continuing (permanent) or one-time (movement within current fiscal year ONLY). For continuing (permanent) actions, include the effective date of the action.
6. **Effective Date:** Required for all continuing requests and any one time requests funding time-limited positions. In addition, use a 7/1/202X effective date for any one time and continuing requests for the upcoming fiscal year.
7. **Supporting Documents:** Select from the drop down when there is a supporting document that goes with the SRCI Budget Revision. (i.e. By selecting cost redistribution, you are informing us we need to review the cost redistribution and the SRCI Budget Revision at the same time).



8. **Fiscal Year:** Enter the fiscal year in which the action needs processed in.
9. **Are all or some benefits being excluded for a specific reason:** Select from the drop down if benefits are typically budgeted but are being excluded for a specific reason. (i.e. Benefits are required for 911100, but the request is to support temporary EHRA salaries, which only requires social security).
10. **Comments:** Provide any additional information you may think we need in processing the request and any further explanation of supporting documents and the exclusion of budgeting for benefits.
11. **Detailed Justification:** Clearly explain why the SRCI Budget Revision is necessary. Reference the [Narrative Tip Sheet](#) and the [Narrative Example Sheet](#) located on the Budget Office [website](#). Keep in mind UNCW has been granted the privilege of budget flexibility. This flexibility allows the University to realign funds without Office of State Budget and Management approval of each flex. This privilege is granted ONLY if the University continues to provide adequate descriptions of their use of flexibility. As such, it is each requestor's responsibility to ensure the SRCI Budget Revision form exemplifies an adequate description of the budget activity. Be precise in the Narrative and always begin the Narrative with "Request approval to...".
12. **Program #:** Enter the program code of the general fund in column B. (i.e. 101, 152, 170).
13. **Fund #:** Enter the general fund number (1XXXXX).
14. **Account #:** Enter the account number using detailed accounts for salary and benefit accounts and pooled accounts for operating.
15. **Transaction Amount:** Enter the amount to increase or decrease.
16. **D/C:** Select "D" to increase and "C" to decrease. Remember if position salaries are being increased and/or decreased, benefits must be increased and/or decreased as well. Additional information can be found on the Resource Tab of the SRCI Budget Revision Form.
17. **Banner Description:** Auto prefills from the division reference number above.
18. **Position #:** Provide the position number. Continuing requests only.
19. **FTE:** Enter the FTE being changed, if applicable. Continuing requests only.
20. **+/-:** Enter a "+" to increase and "-" to decrease. Continuing request only.
21. **Total Debits/Credits:** Make certain the debits and credits totals match and net to zero.
22. **Approvals:** The Vice Chancellor for the division is the final approver on the SRCI Budget Revision. The Department Chair, Director, Dean, Assistant or Associate Vice Chancellor may sign if applicable.
 - a. Prior to obtaining approvals, convert the form to a .pdf.
 - i. Resources
 1. Converting a .xlsx to a .pdf
 2. Digitally signing a .pdf
 - b. Each division has an internal process for approval of a SRCI Flex Budget Revision. Contact the division manager for guidance.
23. **Submission:** After the Vice Chancellor for your division has digitally signed the .pdf, submit both the .pdf and .xlsx files to budgetoffice@uncw.edu. **DO NOT** combine documents and use the division reference number as the subject.



What back-up documentation do I need for salary related SRCI Budget Revisions?

1. No backup documentation is needed for SRCI Budget Revisions.

Who should sign a SRCI Budget Revision?

1. The Vice Chancellor of the Division submitting the SRCI Budget Revision **MUST** sign.
2. Other departmental representatives should sign, if applicable.

Where do I send a completed SRCI Budget Revision?

1. An excel version of the SRCI Budget Revision along with a .pdf of the signed SRCI Budget Revision should be emailed to the Budget Office at budgetoffice@uncw.edu. **DO NOT** combine documents and use the division reference number as the subject.

What should be done if the intent for the funds on the original SRCI Budget Revision changes after it has been approved and processed by the Budget Office?

1. Send an email to the Budget Office at budgetoffice@uncw.edu referencing the original SRCI Budget Revision University Ref# and a statement explaining that the dollars originally requested were used for a purpose other than initially intended.