

SRCI BUDGET REVISION PROCEDURES

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. When there is a need to move **general funds (1XXXXX)** between different accounts
2. When there is a need to move **general funds (1XXXXX)** between different program codes
(Appropriate Program Codes will auto-populate when the fund number is entered on FGIBDST.)

Where can I obtain a SRCI Budget Revision Form?

1. SRCI Budget Revision Forms are available on the Budget Office web site at <http://www.uncw.edu/Budget/forms.html>.

How do I fill out the SRCI Budget Revision?

1. **Fiscal Year:** Enter the current fiscal year.
2. **Division Ref#:** Enter the number your division uses to track the flexes generated. The numbering should be the 2 letter division abbreviation, followed by current fiscal year (i.e. FY19), followed by a dash, followed by the 3 digit divisional number. (i.e. The 15th flex submitted by Student Affairs for FY 2018-19 would be: SA FY19-015).
3. **University Ref#:** Leave blank. This number will be assigned by the UNCW Budget Office.
4. **Requested By:** Enter the division and specific department. (i.e. Business Affairs-Physical Plant)
5. **Reason for the Revision:** Enter a brief summary of the purpose of the SRCI Budget Revision.
6. **Budget Type:** 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. For one-time actions, specify the beginning and ending dates. (NOTE: The end date cannot go beyond June 30.)

7. **The Narrative (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 web site at http://www.uncw.edu/Budget/budget_resources_SRCI.html. Keep in mind UNCW has been granted the privilege of budget flexibility by UNC General Administration. This flexibility allows the University to realign funds without Office of State Budget and Management approval of each flex. This privilege is granted ONLY as long as 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 embodies an adequate description of the budget activity. Be precise in the Narrative and always begin the Narrative with "Request approval to...".
8. **Funds:** Specify the general fund number (1XXXXX), account number, program code and Position # (if applicable). Enter the amount to increase or decrease. Make certain the increase and decrease totals match and net to zero. Remember if position salaries are being increased and/or decreased, benefits must be increased and/or decreased as well.
9. **FTE:** In the FTE section, enter the general fund number (1XXXXX), account number, program code and Position # (if applicable). Enter the FTE increase or decrease corresponding to all established positions, abolished positions, or positions with a labor distribution change to an account number or program code.
10. **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.

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.

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.