

**Form 1103 FR.01****University Budgeting: Year-End General Appropriations (“GA”) Surplus or Deficit Request***Revised 6/28/2023***Instructions:**

- Please complete this form and save it in your planning unit’s Year-end folder on the bo-server along with your year-end narrative and required financial reports. Alert your budget analyst via email that your planning unit is bringing forward a request during the year-end closeout.
- All Year-End GA Surplus or Deficit requests must be reviewed by the appropriate year-end close date and be approved by Budget Strategy.

Request Basic Information		
Planning Unit:		
Requestor(s):		
Amount Requested:		
Reserve Balance (YD00371):		
COA (non-GA) for Surplus:		
Reason for Request:	<input type="checkbox"/> Surplus <input type="checkbox"/> Deficit	

GA Surplus Request Details
In the space below, please provide a detailed description of the Planning Unit’s request to retain a GA Surplus.
In the space below, please explain the consequence(s) if this year-end surplus request is either not approved or not fully approved.

GA Deficit Request Details
In the space below, please provide a variance explanation to support the Planning Unit’s request to receive additional GA Support.
In the space below, please explain the consequence(s) if this year-end deficit request is either not approved or not fully approved.

- Please save completed forms in your planning unit year-end folder on the bo-server and alert your budget analyst that your planning unit is bringing forward a request during the year-end closeout -
- Questions? Please contact your planning unit’s assigned FP&A Financial Analyst: [Financial Analyst Coverage by Planning Unit Breakdown](#) -