

**Form 1103 FR.01****University Budgeting: Year-End General Appropriations (“GA”) Surplus or Deficit Request***Revised 4/26/2024***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"/> Capital Funds <input type="checkbox"/> Deficit	

GA Surplus or Capital Funds Request Details
In the space below, please provide a detailed description of the Planning Unit’s request to retain a GA Surplus or Capital Funds Request Details.
In the space below, please explain the consequence(s) if this 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](#) -