

Appendix B: Budget Best Practices Guide

#	Description	Adaptive Sheet	Notes
1	Update new hire start dates to reflect actual anticipated start and end dates.	Compensation	Based on the generally expected timeline. Start dates may be something other than 7/1/26.
2	Update expected capital projects (lab renovation, etc.) spend to be transferred out to fund 40. State Comptroller General guidelines	Non-Compensation & Budget Transfers	Reduce budget lines that may have been originally budgeted as expense (ex: OTHER) and add a one-sided transfer out to fund 40.
3	Update one-off major equipment purchases (>\$5k and useful life >1 yr) to be budgeted against an Equipment GL account.	Non-Compensation	Equipment accounts (8xxx) are manually adjusted in the financial statement mapping process to reflect this as capitalizable cost.
4	Confirm recoveries are budgeted at the appropriate amount.	Revenue	In the financial statement view, recoveries reduce expenses. Underestimating recoveries would lead to higher net expenses.
5	Update start-ups to budget only what is expected to be spent in the budget year.	Non-Compensation	This may impact 1xx or 4xx budgeted spend.
6	Confirm transfers to others are budgeted as transfers.	Budget Transfers	
7	Validate commitments are coordinated with the counterparty and only planned to spend the expected amount in the budget year.	Compensation & Non-Compensation	Need to budget only the amount expected to be spent in the budget year to avoid overestimating expenses.
8	Allow budget roll-up to reflect margin .	Non-Compensation & Budget Transfers	Transfer margin to 5xx to balance the budget instead of plugging expenses to balance.
9	Update budgeted amounts to estimate true fund balance & performance credit spend.	Non-Compensation	Reduce budgeted 4xx spend as appropriate.
10	Enter monthly budgets in Adaptive, as best as possible.	Revenue Non-Compensation Budget Transfers	Monthly budgets will be available in Adaptive for certain sheets. This will be compiled to an annual amount in Workday (it doesn't impact monthly spending authority).
11	Restricted budgets should be planned at the child-level .	All	No "parent only" budgets will exist in Workday. Parent budgets will be based on child budget lines.