Mid-Year Checklist

Department Level
All funds are included in review
Axiom In-Year Forecast *(Operating Fund)* and Mid-Year Report worksheets *(all other funds)* contain projections for January through June 30 activity
Axiom projections are split between January-June as relevant *(Applies to Operating Fund only)*
Actuals data for Periods 1-6 matches Data Warehouse
Projections include chargebacks, expenditure transfers, salary adjustments, positive pay
Projected compensation increases (IRP's, reclasses, promotions, GSI / step placement, January minimum wage increase) are included.
Projected expenses are reduced by any being transferred out.
Budget transfers balance to zero within the department and/or the division.
Provide explanations for any budget transfers that don't balance to zero due to outside revenue or transfers between divisions.
Budget transfers going out are minus (-); coming in plus (+)
Any projected additional funds (not budgeted as an offset) are shown as budget transfers in
Fund level Jan-June projections include both revenue and expenses
Projections include benefit costs (fee-supported departments and trusts)
Subdivision/Division Level
All departments within the division are included
Manual subtotals and formulas are accurate on worksheets
Fund numbers are listed on all trusts
Trust figures use actuals, not budget, for identifying ending balances
All expected revenue and expenditures for trusts are included in the projections
Mid-Year Budget memorandum has been submitted by each division