# Q3 Reforecast: Guidance for Updating Q4 Projections in Axiom
## *(Operating Fund)*

The Q3 Budget Review considers Q1 through Q3 actual expenses and a forecast for Q4. The purpose of this review is to identify financial situations that have occurred or may be expected to occur prior to the end of the fiscal year, **June 30, 2025,** and to ensure adequate funds are available for the remainder of the fiscal year to maintain planned service levels. This review will also be used to project division carryforward at the end of the fiscal year.

The Budget Office will compile a preliminary Q3 Reforecast using Axiom and share the results with each division. Divisions should compare this data to their internal projections, and update Axiom projections as needed. The Budget Office suggests making updates if subdivision projections vary from current Axiom projections by 5% or $20,000 (whichever is greater).

Please adhere to the following guidelines when updating your projections in Axiom.

**Q3 Reforecast Guidelines:**

Account balances will reflect the following types of transactions that have been processed through March 31, 2025:

- Vendor payments and encumbrances
- Receipts
- Journal entries
- Budget transfers and augmentations

**Centrally Held Funds:**

- Please project expenses for relevant centrally held funds.

- Division budgets may not reflect transfers for some centrally held funds. If projected actuals cause a deficit because funds have not yet been transferred to your department / division, please make a note in the Axiom comments section.

**Payroll/Compensation:**

Payroll transactions reflect expenditure activity and budget postings through March 31, 2025.

- Compensation increases (IRP's, reclasses, promotions, GSI, etc.) should be included in your Q4 projections.

- **Positive Pay salary projections should not include June earnings.** Positive pay is overtime, student assistants, special consultants, etc. December – May earnings should be projected, as they will be paid in January – June. ***June positive pay will be paid in July using the 2025/26 Budget.*** The HR Actuals Report can be used for payroll analysis. The Budget Office can assist with any additional payroll analysis, if needed.

- **Do not include expected budget for new planned positions in your division projections. All funding is posted centrally and will be allocated upon hire.**

Axiom training resources, including a guide for completing In-Year Forecasting, is available on the Budget Office website under "Axiom Training Resources."

If you have any questions, please contact budget@csusm.edu.