

**GALAXY BUDGET MODIFICATION DEADLINE
FY 2008**

In response to requests by principals, the Galaxy budget modification deadline for schools has been extended to next **Wednesday, March 26th**. The deadline for ISC/CFN staff to complete review and approval of school modifications is **March 28th**.

The modification close is for all Tax-Levy and Reimbursable funding. After the deadline, no further modifications will be allowed to filled positions or OTPS. It is strongly recommended that prior to March 26th, all vacancies and bulk jobs for anticipated needs for the rest of the school year are created. However, schools will be able to enter modifications after this date only for the purpose of creating a vacancy for an unanticipated staffing transaction; or to create or modify bulk jobs using funds from existing bulk jobs or the lump sum; or to schedule late allocations. Please refer to the chart below for details.

Allocations received after the deadline will have a two-week window for scheduling, once the allocation is entered in Galaxy. After that period, modifications for those funding sources will be subject to the same limitations on all modifications noted on the table on the next page.

Please note: The term “modification” refers to the scheduling or adjustment to all items in Galaxy, whether the action is the first time funds are being scheduled into a detail line item, or if the action is to change an item which already exists on the Table of Organization (T.O.) in Galaxy.

If you have any questions, please contact your ISC/CFN for further information.

Thank you.

**FY08 BUDGET MODIFICATION DEADLINE
ALLOWABLE AND NON-ALLOWABLE ACTIONS**

Note: Fund Control remains in effect whether the AC is exempt from the deadline or not.

Type of Item	Create a new item	Delete an item*	Increase Funding	Decrease Funding	Change Funding	Split Fund or change split %
Bulk Jobs	Yes	Yes (Bulk job can be reduced to zero, if there are no commitments against it.)	Yes	Yes	No	No
F Status	Yes	Yes (If there are no commitments against the job and no one is attached to the job in EIS.)	Yes	Yes	No	No
Full-time positions (filled)	N/A	No	N/A	N/A	No	No
Full-time positions (vacant)	Yes	Yes	Yes (change effective date allowed)	Yes (change effective date allowed)	No	No
OTPS	No	No	No	No	No	No
Extended Use	Yes	Yes (Item can be reduced to zero if there are no commitments against the activity code.)	Yes	Yes	No	No

* Items can only be deleted if they are vacant and/or have no commitments.