

FORM B -- 2011 BUDGET REQUEST EXCEEDING BUDGET GUIDELINE (Previous Year Actual)

Function _____

Location _____

Budget Account or Category	Amount Better (Worse)	Percent Better (Worse)	Explanation and Justification

Instructions:

1. Enter the account or category name in column A.
2. Enter the amount and percent for each account or category.
3. List and explain all budgeted amounts which unfavorably exceed the budget guidelines by any amount. Also explain any favorable variances which exceed guideline by 5% **and** \$10,000 **OR** any variance (both favorable and unfavorable) of \$100,000 or more.
4. If more space is required, adjust the line-height of the cell as needed.