FY19 Flash or Full Forecast – Summary of Changes

**QUARTER: Q1 or Q2 or Q3 (select one)**

**DIVISION:** XXXX **(please enter your Division Name)**

**Summary of Changes – All Divisions**

***Leveraging the SmartView Trend and Variance Reports provide variance explanations for material changes to your FY19 Forecast from your FY19 Operating Budget and how it relates to historical trends.***

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**Negative Variances from Approved FY19 Operating Budget Net Operating Surplus/(Deficit) (*if applicable*)**

***The expectation is that Divisions will continue to meet or exceed their approved FY19 Operating Budget. Any negative material changes will need to be discussed with Vice Chancellor of Finance, Rosemarie Rae before submitting. Negative material variances will be reviewed by the Finance Committee, as specified in the "Performance Actions" section on page 3 of the*** [***Appendix #1 of the FY2018-19 Budget Guidelines***](https://cfo.berkeley.edu/sites/default/files/fy19_appendix_1.pdf)***.***

***If you have negative material variances from your Approved FY19 Operating Budget Net Operating Surplus/(Deficit), please provide detailed explanations of the circumstances creating the variance and the actions that will be taken to improve results for the remainder of the year. If the plan includes compensation reductions include position titles and numbers. Additional schedules may be attached, if needed.***

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