

FY18 SELF SUPPORTING BUDGET WORKSHOP

The purpose of this workshop is to familiarize you with the Annual Self Supporting Budget Process & Forms.

BUDGET FORMS:

The Self Supporting Budget Form is composed of a Summary Form, two Revenue forms, four Expense forms (with two optional supporting schedules), and Narrative forms. Additional schedules and information can be embedded in the budget file or submitted as separate files.

The Budget Forms are protected (Yellow Cells) due to the number of formulas and links.

Use the tab button to go to unprotected cells that can be updated manually, not all unprotected cells will require entry.

Totals roll forward from the Detail Forms to the Summary Form.

Summary Form:

Summarizes budget detail by Expense Object Codes and Revenue Source Codes

The Summary form contains three sections:

	Prior Year	Current Year	Next year
Fiscal Year	FY16	FY17	FY18
Period	07/01/15 – 06/30/16	07/01/16 – 06/30/17	07/01/17 – 06/30/18
Activity	ACTUAL	PROJECTED ACTUAL	BUDGET

Revenue Forms:

FORM-R2: Supporting Schedule – Freeform. (Examples available on Budget Office website)

FORM-R1: Totals by Revenue Source Code. Pick up/link totals by Revenue Source and Fiscal Year from FORM-R2

Expense Forms:

FORM-E1: Professional Position salary and fringe details, FORM E1 GRANT is a supporting schedule for FORM E1 and only used in special circumstances

FORM-E2: Classified Position salary and fringe details, FORM E2 GRANT is a supporting schedule for FORM E2 and only used in special circumstances

FORM-E3: Operations expense detail by sub-object code

FORM-E4: Voluntary Transfers Out detail & Mandatory Transfers Out for Bond Financing

Narrative Forms:

FORM-N1: Purpose of Account

FORM-N2: Details of significant changes and Official Documents on Account Purpose/Uses

Blank FY18 Self Supporting Budget Forms and Instructions for each Form are available on the Budget Office Website:

<http://budget.unlv.edu/forms.html>

- Using a sample account, you will complete a basic budget in this workshop
- For Workshop purposes, a sample budget has been partially prepared
- Remaining fields to be completed by you are highlighted in Pink
- Follow the instructions for each section to complete the budget
- If a screen print is indicated as a resource, it is provided below the instruction
- As you complete each section, verify that the ending balance matches the instructions
- Ask questions or ask for assistance at any time
- To start, open the Excel file saved to your desktop ‘FY18 Budget Workshop’

SECTION 1: FY16 ACTUAL

	Notes – FY16 Actual
a.	FY16 activity is historical data and totals can be entered into the form directly from Data Warehouse reports
b.	Refer to the instructions for the Summary Form on the Budget Office website
c.	Instructions on Data Warehouse reports are also provided online

1.	RESOURCE: Data Warehouse Report		Budget Form Instructions:	
	Screen Print:	Organization Summary by Object	Form:	Summary
	Period:	FY16 Final – Per.13/2016	Section:	FY16 Actual – Revenue
	Section:	Appropriation Cash Balance	Item:	1a. Beginning Cash Balance
	Item:	Beginning Cash Balance	Instructions:	Enter amount in Cell F17

Appropriation Cash Balance

Appr Unit	Current Expense Budget	Current Revenue Budget	Exp/Rev Budget Difference
2372702	\$2,001,287.00	\$2,001,287.00	\$.00

Appropriation Unit	Beginning Cash Balance	Outstanding Pre-Encumbrances	Outstanding Encumbrances	Expenditures Year-to-Date	Actual Receipts Year-to-Date	Balance
2372702	\$943,166.22	\$.00	\$.00	\$1,310,203.49	\$1,270,598.27	\$903,561.00

2.	RESOURCE: Data Warehouse Report		Budget Form Instructions:	
	Screen Print :	Organization Summary by Object	Form:	Summary
	Period:	FY16 Final – Per.13/2016	Section:	FY16 Actual – Expense
	Section:	Expense Budget Summary	Item:	5. Fringe Benefits
	Item:	Fringe Benefits	Instructions:	Enter total amount in Cell F41

Expense Budget Summary

Object Code	Object Name	Approved Budget	Current Budget	Outstanding Pre-Encumbrances	Outstanding Encumbrances	Expenditures Current Period	Expenditures Year-to-Date	Uncommitted Balance
11	PROFESSIONAL SALARIES	\$102,000.00	\$102,000.00	\$.00	\$.00	\$.00	\$101,520.47	\$479.53
12	GRADUATE SALARIES	\$10,000.00	\$10,000.00	\$.00	\$.00	\$.00	\$.00	\$10,000.00
15	WAGES	\$175,040.00	\$175,040.00	\$.00	\$.00	\$.00	\$114,845.89	\$60,194.11
16	FRINGE BENEFITS	\$35,433.00	\$35,433.00	\$.00	\$.00	\$.00	\$35,302.02	\$130.98
21	NON-GRANT OUT OF STATE TRAVEL	\$7,265.00	\$7,265.00	\$.00	\$.00	\$.00	\$6,597.25	\$667.75
25	HOSTING EXPENSES	\$45,000.00	\$45,000.00	\$.00	\$.00	\$.00	\$37,925.13	\$7,074.87
30	GENERAL OPERATIONS	\$608,133.00	\$593,133.00	\$.00	\$.00	\$26,395.50	\$599,673.00	-\$6,540.00
79	RESERVES	\$600,623.00	\$615,623.00	\$.00	\$.00	\$.00	\$.00	\$615,623.00
VT	VOLUNTARY TRANSFERS OUT	\$417,793.00	\$417,793.00	\$.00	\$.00	\$.00	\$414,339.73	\$3,453.27
Total	Expense-Budget	\$2,001,287.00	\$2,001,287.00	\$.00	\$.00	\$26,395.50	\$1,310,203.49	\$691,083.51

3.	RESOURCE: Data Warehouse Report		Budget Form Instructions:	
	Screen Print:	Organization Summary by Object	Form:	Summary
	Period:	FY16 Final – Per.13/2016	Section:	FY16 Actual – Expense
	Section:	Appropriation Cash Balance	Item:	13.Ending Balance
	Item:	Balance	Instructions:	Verify amount = DW Balance

Appropriation Unit	Beginning Cash Balance	Outstanding Pre-Encumbrances	Outstanding Encumbrances	Expenditures Year-to-Date	Actual Receipts Year-to-Date	Balance
2372702	\$943,166.22	\$.00	\$.00	\$1,310,203.49	\$1,270,598.27	\$903,561.00

SECTION 2: FY17 PROJECTED ACTUAL

	Notes – FY17 Projected Actual
d.	FY17 Projected Actual activity is the sum of YTD activity posted to the account plus an estimate of the activity that is projected for the remainder of the fiscal year.
e.	Year-to-Date amounts are available from Data Warehouse reports. A projection of expenses for the remainder of the year must be estimated; use prior history for trends, adjusting for new planned activity, one-time purchases, seasonal events or hires, vacancies, etc.

4.	RESOURCE: Enrollment Projections		Budget Form Instructions:			
	Screen Print:	Revenue Schedule Example	Form:	R2		
	Example:	Student Fees - General	Section:	FY17 Enrollment Projections		
	Section:	Enrollment Projections	Item:	Fall & Spring Credit Hours		
	Item:	FY17 FALL&SPRING-UG	Instructions:	Enter FY17 Undergrad Cr/Hrs in cell D19		
FY17 ENROLLMENT PROJECTIONS (Example Numbers only: See Budget Office website for FY17 Enrollment Projections)						
CREDIT HOURS:		UNDERGRAD	GRAD	LAW-FT	LAW-PT	DENTAL
FALL & SPRING		523,000	53,000	7,950	2,191	15,475
SUMMER		52,500	8,400	-	838	5,850

5.	RESOURCE: Sample Budget		Budget Form Instructions:	
	Revenue Schedule:	Form R2	Form:	R1
	Period:	FY17 Projected	Section:	FY17 Projected
	Section:	79-Sales Schedule	Item:	79 Auxiliary Sales – Cell E16
	Item:	Total Projected for Remainder of FY	Instructions:	Use Excel Formula to pick up amount from Form R2 Cell D43

6.	RESOURCE: Data Warehouse Report		Budget Form Instructions:	
	Screen Print:	Organization Summary by Object	Form:	Summary
	Period:	FY17 Per.06/2017 (Dec.) Final	Section:	FY17 Projected – Expense
	Section:	Expense Budget Summary	Item:	21 Out of State Travel
	Item:	Non-Grant Out of State Travel	Instructions:	Enter Expenditures YTD amount <u>PLUS</u> an estimated \$5,000 amount for outstanding travel to be paid in FY17 in Cell J43

Expense Budget Summary

Object Code	Object Name	Approved Budget	Current Budget	Outstanding Pre-Encumbrances	Outstanding Encumbrances	Expenditures Current Period	Expenditures Year-to-Date	Uncommitted Balance
11	PROFESSIONAL SALARIES	\$83,822.00	\$83,822.00	\$ 0.00	\$41,911.50	\$6,985.25	\$44,090.38	-\$2,179.88
12	GRADUATE SALARIES	\$10,000.00	\$10,000.00	\$ 0.00	\$6,666.66	\$1,111.11	\$3,333.33	\$ 0.01
15	WAGES	\$140,000.00	\$140,000.00	\$ 0.00	\$ 0.00	\$12,266.11	\$59,779.86	\$80,220.14
16	FRINGE BENEFITS	\$30,512.00	\$30,512.00	\$ 0.00	\$14,057.57	\$2,486.33	\$15,543.97	\$910.46
21	NON-GRANT OUT OF STATE TRAVEL	\$7,000.00	\$7,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,674.00	\$5,326.00
25	HOSTING EXPENSES	\$45,000.00	\$45,000.00	\$ 0.00	\$ 0.00	\$4,430.38	\$14,225.15	\$30,774.85
30	GENERAL OPERATIONS	\$542,791.00	\$542,791.00	\$ 0.00	\$24,121.15	\$69,886.54	\$260,150.13	\$258,519.72
79	RESERVES	\$832,082.00	\$832,082.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$832,082.00
VT	VOLUNTARY TRANSFERS OUT	\$421,056.00	\$421,056.00	\$ 0.00	\$ 0.00	\$10,000.00	\$212,771.92	\$208,284.08
Total	Expense-Budget	\$2,112,263.00	\$2,112,263.00	\$ 0.00	\$86,756.88	\$107,165.72	\$611,568.74	\$1,413,937.38

7.	RESOURCE: Data Warehouse Report		Budget Form Instructions:	
	Screen Print:	Organization Summary by Object	Form:	E1-Professional Positions
	Period:	FY17 Per.07/2017 (Jan.) Interim	Section:	FY17 - Projected Actual
	Section:	Object 11 Hyperlink	Item:	FY17 Base Salary
Item:	Organization Position Summary	Instructions:	Enter FTE and Base Salary for PN 0334 per Organization Position Summary – please review Note g. below	

ORGANIZATION POSITION SUMMARY REPORT

EMPLOYEE	OBJECT	POSITION	FTE	STATUS	JOB TITLE	BASE ALLOCATION	ALLOCATION ADJUSTMENT	ADJUSTED ALLOCATION
Employee Names	11	6601	.50	A	MANAGER/ASST DIR, ACAD ADVISIN	30,906.00	.00	30,906.00
	11	334	1.00	A	ADMINISTRATIVE COORDINATOR	40,916.00	.00	40,916.00
TOTAL OBJECT 11 PROFESSIONAL SALARIES :			1.50			\$71,822.00	\$0.00	\$71,822.00

	Notes – Form E1		
f.	DW Position Budget Reports – Organization Position Summary Report:		
	\$40,916	Base Allocation	Position budget amount on this account, position budget is based on FY17 beginning position budget plus mid-year adjustments. May be higher than actual Employee base.
	1.00	FTE	Position budget FTE on this account
	Organization Position Summary Report shows position budget, not actual Employee base pay.		
g.	Please verify employee's base salary, either from Web Contracts or Department HR Coordinator.		
	\$40,850	FY17 Adjusted Salary	Calculated Salary for PN 0334, after turnover in position. Combination of two employees paid under same PN.
	In this case, the variance from employee turnover in the position was immaterial, however the pay period was adjusted to 11.98 to account for the employee turnover. An additional note, while two employee held the position over the course of the year, only one line was used in the budget form for the single position and the amount paid to the two separate employees is combined into the one position line.		
h.	New or Transferring In Position:		
	PN 1342 is not currently budgeted on this account - not in the Organization Position Summary Report above. The position is to be transferred into this account in FY18 - budgeted at 12 months (transfer effective 6/1/17) The FY18 Position Report will include budget for this position		
i.	PAYROLL SHIFT		
	For Professional Positions, June Salary posts to the following Fiscal Year. The forms do not adjust for this so there may be a small variance to the Employee Master Date totals for the year. This will be immaterial for most accounts but an adjustment can be entered in cell N121 to balance to the Employee Payroll Report if necessary.		

8.	RESOURCE: Data Warehouse Report		Budget Form Instructions:	
	Screen Print:	Employee Payroll Report	Form:	E1
	Period:	Fiscal Year FY17	Section:	FY17 Projected Actual
	Section:	11-Professional Salaries	Item:	FY17 Adjusted Salary
	Item:	Total FY17 Projected Actual	Instructions:	Cell N10 – Verify Total Salary Amount paid for PN 0334

EMPLOYEE PAYROLL REPORT by FISCAL YEAR

FISCAL YEAR	OBJECT/ SUBOBJECT	SUBOBJECT DESCRIPTION	NAME	AMOUNT PAID	AMOUNT ENCUMBERED	TOTAL SALARY
2017	11 - 01	PROFESSIONAL CONTRACT V	Employee for PN 6601	20,503.00	12,877.50	33,380.50
2017	11 - 01	PROFESSIONAL CONTRACT V	Employee for PN 0334	3,342.83	.00	3,342.83
2017	11 - 01	PROFESSIONAL CONTRACT V		20,458.50	17,048.75	37,507.25
TOTAL OBJ/SOBJ: 11 - 01				\$44,304.33	\$29,926.25	\$74,230.58
2017	11 - 05	LETTER OF APPOINTMENT W/	Employee for PN 2176	6,000.00	5,000.00	11,000.00
TOTAL OBJ/SOBJ: 11 - 05				\$6,000.00	\$5,000.00	\$11,000.00
2017	11 - 09	PROFESSIONAL TERMINAL LEAVE	Employee for PN 0334	771.30	.00	771.30
TOTAL OBJ/SOBJ: 11 - 09				\$771.30	\$0.00	\$771.30
TOTAL FISCAL YEAR: 2017				\$51,075.63	\$34,926.25	\$86,001.88
GRAND TOTAL:				\$51,075.63	\$34,926.25	\$86,001.88

9.	RESOURCE: Data Warehouse Report		Budget Form Instructions:	
	Screen Print:	Org Summary by Object/Sub-Object	Form:	E3-Operations
	Period:	FY16 Per.06/2017 (Dec.) Final	Section:	FY17 Projected
	Section:	Expense Budget Summary	Item:	Sub-Object 09: Supplies-Instructional
	Item:	General Operations	Instructions:	Enter Encumbrance amount in cell G10

Object/ Sub-object	Sub-object Name	Approved Budget	Current Budget	Outstanding Pre-Encumbrances	Outstanding Encumbrances	Expenditures Current Period	Expenditures Year-to-Date	Uncommitted Balance
30	GENERAL OPERATIONS							
30 04	SUPPLIES-COMPUTER			\$0.00	\$0.00	\$0.00	\$753.51	
30 09	SUPPLIES-INSTRUCTIONAL			\$0.00	\$9,117.16	\$0.00	\$5,882.84	
30 12	SUPPLIES-OFFICE			\$0.00	\$0.00	\$0.00	\$422.78	
30 13	SUPPLIES-OTHER			\$0.00	\$0.00	\$46.61	\$638.44	

10.	RESOURCE: Sample Budget		Budget Form Instructions:	
	Calculation:	Projected Ending Balance	Form:	Summary
	Period:	FY17 Projected	Section:	FY17 Projected
	Section:	Expense	Item:	13.Ending Balance (Cell J57)
	Item:	Ending Balance	Instructions:	Verify calculation amount = \$1,251,018

SECTION 3: FY18 BUDGET

11.	RESOURCE: Enrollment Projections		Budget Form Instructions:			
	Screen Print:	Revenue Schedule Example	Form:	R2		
	Example:	Student Fees - General	Section:	FY18 Enrollment Projection		
	Section:	Credit Hours Projections	Item:	Undergrad Credit Hours		
	Item:	FY18 FALL&SPRING	Instructions:	Enter FY18 Undergrad Cr/Hrs in cell G19		
FY18 ENROLLMENT PROJECTIONS: (Example Numbers only: See Budget Office website for FY18 Enrollment Projections)						
CREDIT HOURS:		UNDERGRAD	GRAD	LAW-FT	LAW-PT	DENTAL
FALL & SPRING		534,000	53,000	7,950	2,191	15,475
SUMMER		52,500	8,400	-	838	5,850

12.	RESOURCE: Sample Budget		Budget Form Instructions:		
	Revenue Schedule:	Form R2	Form:	R1	
	Period:	FY18 Budget	Section:	FY18 Budget	
	Section:	68-Tuition & Fees	Item:	68 Student Tuition & Fees – Cell G11	
	Item:	FY18 Total Revenue	Instructions:	Use Excel formula to pick up amount from Form R2 cell G28	

13.	RESOURCE: Form E1		Budget Form Instructions:		
	Data:	FY17 Base Salary	Form:	E1-Professional Positions	
	Period:	FY17 Projected Actual	Section:	FY18 Budget	
	Section:	Position Listings	Item:	FY18 Base Salary	
	Item:	PN 0334	Instructions:	Enter FY17 Base Salary amount in cell X10	

Notes – Form E1	
j.	In most cases, the base salary is typically the same for both current and next year beginning base. It can be different if the position is vacant and a search has been initiated at a different base salary amount or if a promotion has been approved through HR & the President’s Office. If the FY17 and FY18 base salary amounts (before any merit or COLA) do not match, include a note to explain the reason.
k.	2% COLA was awarded by the NV State Legislature for FY18. Form E1 will automatically calculate 2% COLA on the base salary if the position is not a ‘New Hire FY18’. Leave column U blank to calculate 2% COLA for FY17, Enter ‘Y’ in column U to exclude COLA for FY18.

14.	RESOURCE: Department Management Decision		Budget Form Instructions:		
	Authorized:	New Classified Position	Form:	E2 – Classified Positions	
	Period:	FY18	Section:	FY18 Budget	
	Section:	Budget	Item:	New Position	
	Item:	Position # ‘New’	Instructions:	Enter Grade Step 23-01 in Cell Y10	

Notes – Form E2	
l.	The position grade is determined by the Job Class – coordinate with HR. New hires typically start at step 1 but this may be higher based on experience or if an existing employee at a higher step is hired to transfer into a position.
m.	Make sure to use the exact format ‘##-##’ / ‘23-01’
n.	Enter the FY18 Grade Step based on the 7/1/17 step. The FY18 starting grade-step should be the same as the current grade-step in FY17 for employees with a Date of Records after 7/1/17. It should be at the next grade-step for employees with a Date of Record of 6/30/17 or earlier. If the grade and/or step is different due to vacant positions recruited at a different step or a position reclassification, include a note to explain the reason.
o.	Enter the employee’s Date of Record, per HR records. For vacant positions or employees at step 10 enter 7/1/18 to exclude from the merit calculation.
p.	PAYROLL SHIFT - For Classified Positions, salary earned 06/16/17 through 06/30/17 posts to the following Fiscal Year. Small variance to the Employee Master Date totals for the year may result. This will be immaterial for most accounts but an adjustment can be entered in cell O114 to balance to the Employee Payroll Report if necessary.

15.	RESOURCE: Department Management Decision		Budget Form Instructions:	
	Authorized:	New Classified Position	Form:	E2 – Classified Positions
	Period:	FY18	Section:	Position / Employee Details
	Section:	Details	Item:	New Position
	Item:	Position # 'New'	Instructions:	Enter Special Pay of "T" in cell G10

16.	RESOURCE: Department Management Decision		Budget Form Instructions:	
	Planning:	FY18 Activity	Form:	E3-Operations
	Period:	FY18	Section:	FY18 Budget
	Section:	Budget	Item:	47-Uniforms
	Item:	Increase/Decrease in Activity	Instructions:	Change budget activity to \$0 in cell J15

17.	RESOURCE: Department Management Decision		Budget Form Instructions:	
	Planning:	FY18 Activity	Form:	E3-Operations
	Period:	FY18	Section:	FY18 Budget
	Section:	Budget	Item:	SP Sponsorships
	Item:	Increase/Decrease in Activity	Instructions:	Increase by 5% over FY17 total

	Notes – Form E3			
q.	<p>FY18 Budget amounts are determined by the Department. The amounts can be based on the prior year activity, adjusted for inflation, or an average of activity for a number of previous years. The Budget should also be adjusted based on new activity planned or for one-time purchases.</p> <p>FY18 Assumptions:</p> <ul style="list-style-type: none"> - Budget increase of 2% on all categories except Uniforms and Sponsorships - 47-Uniforms: One-time purchase FY17, none planned FY18. - SP-Sponsorships: Due to increased enrollment projections, increase sponsorships by 5% in FY18 			

18.	RESOURCE: Department Management Decision		Budget Form Instructions:	
	Planning:	Campus Program Support	Form:	E4-Voluntary Transfers Out
	Period:	FY18	Section:	FY18 Budget
	Section:	Budget	Item:	Scholarships
	Item:	Voluntary Transfers Out	Instructions:	Budget at \$100,000 higher than FY17

19.	RESOURCE: Sample Budget		Budget Form Instructions:	
	Planning:	FY18 Activity	Form:	Summary
	Period:	FY18 Budget	Section:	FY18 Budget
	Section:	Expense	Item:	2b. GA Health Ins Premium
	Item:	Graduate Assistant Health Insurance Premium	Instructions:	New expense for FY18, Fund Health Insurance for one GA. Enter \$1,000 in cell N35

20.	RESOURCE: Sample Budget		Budget Form Instructions:	
	Calculation:	Projected Ending Balance	Form:	Summary
	Period:	FY18 Budget	Section:	FY18 Budget
	Section:	Expense	Item:	13.Ending Balance
	Item:	Ending Balance	Instructions:	Verify calculation amount = \$1,515,967

	Notes – Embedding Object			
r.	Detailed instructions can be found in Appendix A of the FY18 Notes document on how to insert/embed an object into an Excel file.			

21.	RESOURCE: Sample Board Document		Budget Form Instructions:	
	Document:	Student Board Approval	Form:	N2
	Period:	FY18 Budget	Section:	Note / Explanation of FY18 Change
	Section:	Expense	Item:	#6 – VT Out
	Item:	Expense increase	Instructions:	Insert PDF of CSUN Scholarship support

	Notes – Form N1
s.	Enter details of the program or activities related to the account. This should provide an overview of the purpose of the account, where the funding comes from, what it is used for, and any restrictions or other pertinent information. The notes should provide enough detail of the account’s purpose to inform anyone unfamiliar with the account.
	Notes – Form N2
t.	<p>Top Section: Include a note to explain material changes to the program or budget, including:</p> <ul style="list-style-type: none"> - Increase or decrease of > 10% in any budget category - New or eliminated positions or budget categories - Fee increases approved by the President or Board of Regents <p>Bottom Section: Include official account documents that pertain to purpose or approved uses/restrictions</p> <ul style="list-style-type: none"> - Documents should be inserted as PDF or Word types with a description of document - Detailed instructions on how to insert/embed documents can be found in Appendix A of FY18 Notes - Examples include MOU for gift accounts or Board Documents for Course/Special Fee accounts
u.	If the Revenue Budget is projected to be lower than in prior years, the Expense Budget may need to be reduced to maintain a positive budgeted ending balance.
v.	During the year, if actual revenue is lower than the budget, then expenditures will need to be cut back to offset.
	Notes – Submitting Budget
w.	Review the checklist on the Review worksheet to ensure that all necessary sections are completed
x.	Enter your name and the date completed on Summary Form, Row 65
y.	Budget preparation is done at the department level so the departmental review and approval process varies. When completed and approved, submit your budgets to your Divisional Budget Officer for review & coordinate any adjustments needed. The Divisional Budget Officer will then forward the final budget to the Budget Office. If there are any additional questions or requests, you and/or the Divisional Budget Officer will be contacted by the Budget Analyst. A copy of the final approved budget will be sent to the Divisional Budget Officer and this is the version that will be used to set up the budget in the Financial System for the new fiscal year. If any changes that impact revenue are needed after the budget has been finalized they will need to be addressed as a budget revision <u>after the next fiscal year budgets have been uploaded and reconciled, occurring at the end of July.</u>

FY18 SELF SUPPORTING BUDGET DEADLINES:

- ACCOUNTS WITHOUT FTE* **03/01/17**
- RECHARGE ACCOUNTS **03/01/17**
- NEW ACCOUNTS FOR FY17 **03/01/17**
- ALL OTHER ACCOUNTS **03/10/17**

* Accounts without FTE = no Object Code 11-Professional or Object Code 14-Classified FTE activity.

Route to your Division central Budget Officer for review and approval first.

Recharge Service Center budgets that are subject to Rate Review will have a separate rate schedule, to be distributed by the Controller's Office.

Forms, Example Revenue Schedules, and detailed Instructions for each form are posted on the [Budget Office website](#).

Budget Office Contacts:

<u>Analyst:</u>	<u>Ext.</u>
Megan Gerke	5-3613
Meliscia Gilbert	5-1839
Erin Messer	5-2924
Rebecca Murphy	5-5566
Angie Doran	5-4299