

FY 2019 Operating Budget Instructions

Timeline

- **11/30** BPS Opens
- **2/9** Program budget revenue estimates due
- **3/23** Reorgs due
- **3/30** Balanced program budgets due
Faculty promotions due
C's and P's due
Grant budgets due
Unit narratives due
- **4/9** BPS closes
- **May** Budget presented to Finance Committee
- **June** Budget presented to Board of Trustees

Budget Assumptions

- Decision on merit increases—pending
- Fringe benefit rates per the table found on page 5
- Administrative overhead fee of 12%
- Endowment spending policy same as FY 2018
- No endowment carryover
- No general fund carryover, except for programs that retain their own cash

Position Updates

Summary						Variances		
PM PCN	PM Amount	BPS PCN	BPS Amount	HR PCN	HR Amount	PM - BPS	PM - HR	BPS - HR
00002748	\$35,862.00	00002748	\$35,727.00	00002748	\$35,724.00	\$135.00	\$138.00	\$3.00
00002752	\$46,276.00	00002752	\$46,087.00	00002752	\$46,098.00	\$189.00	\$178.00	(\$11.00)

- Great progress so far! (This is the third year.)
- Please review the position comparison reports each time they are sent
- Correct information in the appropriate system(s)

Gifts

- Budget gifts that you reasonably expect to receive
- Budget Office will work with Advancement on total for university
- Unit adjustments will be made using G9999
- **Goal:** total gifts in BPS will match total expected by Advancement

Program Budgets

- Estimate revenues first
 - Budget Office staff can assist
 - Due February 9
- Once revenue projections final, determine expenditure allocations
- Balanced program budgets due March 30

Grants

- Similar to gifts: budget what you know will occur
- Budget Office will work with EVPRI on total for university
- Unit adjustments will be made using R9999
- **Goal:** total grants in BPS will match total expected by EVPRI

On-the-Horizon Items

- Process for making new funding requests
- Revenue targets

Helpful Resources

- Your BFP budget analyst
- BFP website
 - Budget Instructions
 - Policies
 - Previous budget documents
- SAS Visual Analytics