Budget Preparation Instructions

Budget Workbook (Excel)

Area Managers will receive their individualized Budget Workbook(s) via email from Tyler Forrest in the Business & Financial Affairs Office. The first worksheet (tab), **Base Budget FY 2011**, will outline the current budgets for each account number that comes under the Area Managers jurisdiction. The second worksheet (tab), **New Budget Request FY 2012**, is to be completed by the Area Managers with any **new request** or **changes** in the operating budget (i.e. shift reduction in travel to media processing). The department should make their request in the appropriate category (cell) on the worksheet. The complete request will automatically be calculated on the third worksheet**, Projected Base Budget FY 2012**. After completing the worksheet, please save it using the same file name and send it by email, along with the Summary Departmental Budget Reporting Template, to the appropriate Vice Chancellor **no later than February 11, 2011**.

Budgets Workbooks will be sent for E&G Expenses, E&G Income, Auxiliary Expenses and Auxiliary Income. Area Managers will receive each workbook that applies to their respective area.

Summary Departmental Budget Reporting Template (Attachment 4A)

The Summary Departmental Budget Reporting Template (Attachment 4A) should be used to summarize the information input into the Base Planning Workbook. Totals, which will be the complete amount requested (including new requests), will be placed in the corresponding Total Salaries, Total Operating, Total Equipment and Grand Total boxes. Each new request will be outlined in the New Allocations Request. This template must be sent by email to the appropriate Vice Chancellor **no later than February 11, 2011**.

An electronic version of this file will be sent along with the Budget Workbook for each Area Manager.

Future Budget Planning (Attachment 4A)

In an effort to outline future budget needs, the Summary Departmental Budget Reporting Template (Attachment 4A) will be completed for FY 2012-13 and FY 2013-14 as well. This will allow each Vice Chancellor to analyze the future needs of their respective division. This template should be sent by email to the appropriate Vice Chancellor **no later than February 11, 2011.**

An electronic version of these files will be sent along with the Budget Workbook for each Area Manager.

Salary Budget Instructions

Personnel who are responsible for salary budgets need to make appointments with the Business & Financial Affairs Office to review current salary budget positions to ensure they are properly classified and to make sure all positions are fully funded for FY 2011-2012. Appointments should be scheduled with the Business and Financial Affairs Office between **March 1 and March 31**. The Department can make an appointment by calling 425-4467.

Questions

The Business & Financial Affairs Office is available to assist with the preparation of departmental and division budgets and to answer any questions that area managers or division leaders may have. The office can be reached at 425-4467.