

2011-2012 Budget Preparation

Due Date: April 1, 2011

General Instructions:

- You will receive from the Budget Office through your VP or Dean:
 - Your total budget allocation amount
 - Budget worksheet showing your actual expenditures for FY09 and FY10, your original budget for FY11 and your actual expenditures through January 31, 2011
 - Worksheet on orange paper for reporting anticipated donations and membership fees
 - Password for the Budget network drive to access your electronic files
- Additional resources are available on the Budget Information page of the Comptroller's web page: <http://community.udayton.edu/finadmin/controller/budget.php>
 - Blank files for any new accounts you may have that were not previously budgeted
 - Link to guidance from Human Resources to aid in your salary decisions
 - Sample Schedule A
- All submissions are to be completed using the forms on the network drive
 - Please use whole dollars in your budget submission.
 - The network drive includes a Budget Summary completed with your original budgets for non-labor sub-accounts.
 - The files also include your compensation data from Human Resources for your current employees to aid in your salary decisions.
 - The electronic format is required to enable upload of the budget data to both the Finance system and the HR/Payroll system.
 - The budget due date must be adhered to in order to allow the Faculty contracting process to be completed and for timely presentation to the University's Board of Trustees for approval.
 - **The final electronic copy must be saved to the network drive by the due date.**
 - A signed hard copy must be routed through your Dean and Vice President's offices for signature and submitted to the Budget Office by the due date.
 - The orange sheet with your membership and donation information must also be submitted with your signed hard copy if you budget sub-accounts 5340 or 5540.

Personal Services Guidelines:

- **Schedule A data must be completed in order for employees to be paid after July 1st.**
- Please refer to the memorandum from Human Resources, for valuable information to aid in making your salary allocations.
- All individuals employed by the University on a continuing basis should be included on your Schedule A and under the Personal Services section of the Budget Summary.
- For individuals with salaries paid by more than one department, you should report the full salary along with an allocation to the other department(s) using the appropriate sub-accounts.
- Please refer to the Sample Schedule A for examples of how to complete the Schedule A.
- Please use Employee ID numbers, not Social Security Numbers.
- For individuals who submit time cards please indicate their hourly rate on the Schedule A.
- Sub-account 5012 – Third Term faculty salaries need not be budgeted in the individual academic departments as they will be budgeted separately in specific Third Term accounts.

- Sub-account 5050 – Grad Assistants – should be reported by the number of Assistantships and the total stipend amount. Tuition Remission should be reported under sub 5384.
- Sub-account 5052, 5053, 5054 – **All students must be paid a minimum of \$7.40 per hour.**
 - Sub-account 5052 is for graduate students who are not graduate assistants
 - Sub-account 5053 is for undergraduate students
 - Sub-account 5054 is for college work-study students – Please budget only your 50% portion of work study students under your account.
- Staff Benefit sub-accounts must be used with all personal services sub-accounts
 - Sub-account 5095 for grad assistants – 10%
 - Sub-account 5098 for all wages other than students – 42.1%
 - Sub-account 5099 for work study – 4%
 - Sub-account 5099 for all other students – 2%

Other Expense Guidelines:

- Please refer to your Budget Worksheet to determine which sub-accounts your department uses.
- Sub-accounts 5200 and 5202 – Administrative accounts (91XXX, 96XXX, 98XXX) should not budget these sub-accounts. Allocations to these sub-accounts will be made by UDiT and entered to your budgets later.
- Sub-accounts 5340 and 5540 - When budgeting these sub-accounts, you will also need to complete the orange sheet. Please include the organization name, dollar amount and purpose of the donation or membership.
- Sub-accounts 5830, 5831, 5832 – Telephone expenses should contain provisions for long distance (5830), equipment (5831), and local service at 8 cents per call (5832). Please consult your monthly bills for actual costs. For any questions regarding your phone service, please call Telecommunications at X94040.
- Sub-accounts 5970, 5974 – Equipment sub-accounts are used for purchases of equipment valued at more than \$5,000 with a useful life of one year or more. Items less than \$5,000 or which are consumed in less than one year are considered to be supplies and should be budgeted in the supply sub-accounts.
- Special Income – All special income other than tuition should be reported on the Budget Summary. Special income includes lab fees and special fees returned to the departments for courses they offer. Estimated expenses that are covered by the fees should be included in the appropriate sub-accounts.
- Designated Expenditures
 - Please estimate your expenditure of designated funds for the year and place in the appropriate columns on the Budget Summary.
 - Spending from the Endowment will stay at the same level for FY12 as it was for FY11.

For Questions or Assistance:

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