



To: Local Departments
From: Irene Pedraza – Budget Analyst; Karen Wargo – Associate Director, Budget
Date: March 18, 2009
Subject: **FY10 Local Budget Procedures**

Key dates for the Local Budget development timeline:	
Week of March 15	Local Budget Templates sent to Business Managers or Deans/Vice Presidents
March 24	9 am – 10:30 am Local Budget Template Workshop SMITC 210
March 26	2 pm – 3:30 pm Local Budget Template Workshop SMITC 210
April 1	9 am – 10:30 am Local Budget Template Workshop SMITC 210
April 2	2 pm – 3:30 pm Local Budget Template Workshop SMITC 210
April 6	State Board of Education sets Tuition/Fees
April 16	State Board of Education will allocate the FY10 operating budget
April 23	Follow up Budget Discussions from President Kustra & Stacy Pearson; 3:00 pm located at Jordan ABC, SUB
April 27	Employee Actions Forms (EAFs) for new hires, title changes, or fund source changes due to Budget Office if you want the changes reflected in the Budget Books
April 27	FY10 Local Budget Templates due to Budget Office
Early July	FY10 Local Budget Book Distributed electronically

Local Budgets are plans or estimates of activity for the next year. The local budget is not a guarantee of funds. Generally, the fund balance equals your spending authority.

Local Budget Template

- Enter Revenue and Expenses as positive numbers.
- Enter Budget Transfers IN as positive numbers. Enter Budget Transfers OUT as negative numbers.
- The Budget Office has condensed the template to fit on two pages. To expand the template to show account details, press the “+” on the left side of the template.
- **FY09 All Year Projection (Orange Cells):**
 - The purpose of this column is to estimate Revenue, Expenses and Fund Balance at June 30, 2009. The Budget Office estimated this column for you. The estimates are a simple annualization of the first 8 months of activity (“Actual FY09 8-mo” / 8 x 12) and should be adjusted by you as needed.
 - Adjust the Orange cells for Revenue, Expense and Transfer amounts in this column if you believe the estimates are incorrect. Think about how much you are expecting as Revenue, Expenses or Transfers in the remaining months of the fiscal year.

Continued on next page.

- **FY10 Budget (Yellow Cells):**

- The Budget Office has calculated FY10 budgets for each template.
- FY10 budgets were calculated by using FY09 All Year Projection amounts and added the following increase:
 - **Fringe Benefits (420000)** – 10% increase. The Budget Office will revise this line based on EAF's for FY10.
- Each unit must review the FY10 Budget Column and revise these amounts based on their own knowledge. If a department does not make any changes, the original calculated amounts in the yellow cells will be the budget for the department for FY10.

- **Things to think about:**

- **Revenue:** Where does your Revenue come from? Are you expecting more, less or the same as last year?
- **Expenses:** What Expenses have been paid from this department in the past? Will this spending pattern continue?
- **Regular Salaries:** The Budget Office will revise the Regular Salary budgeted amount based on information that we receive from EAFs. **EAFs are due no later than April 27, 2009 if you want the changes reflected in the Local Budget Book.**
- **Fringe Benefits:** See attached FY10 Estimated Fringe Benefit Rates. The Budget Office will revise the Fringe Benefits budgeted amount based on final Fringe Benefit rates and budgeted salaries.
- **Transfers:** What transfers in or out of this department are expected for FY10? Do you receive reimbursement from the Foundation or some other source?