

Additional Instructions to complete FY17 Budget Request Templates (excel workbook)
Prepared for FY17 Budget Rollout 7/12/16 (revised 7/19/16)

- **FY15 actuals**
 - These are actual Expenditures & Encumbrances (E&E)
 - May look high compared to FY16 allocation, but that is because these are actuals – not what was allocated
 - Overtime/Overload are zeros, but some department have expenses – the object codes to check in KFS for the actual costs are:
 - 2002 Overtime, Regular Emp
 - 2008 Overload, Regular Emp
- **FY16 allocation**
 - B100 includes Non-Imposed TFSF payroll – this is budgeted for centrally, but is included to tie to actuals for the FY
 - Details for this and all other expenditures by budget summary codes are on the separate report
 - B300 lecturers are budgeted via the VCAA
 - Lecturer expense, like the Non-Imposed TFSF salaries, are shown here to give you a complete picture of the true TFSF costs

*****ONLY ENTER DATA IN WHITE COLOR CELLS*****

Developing the Personnel Budget

- **B100 Regular EEs – include all temporary budgeted and unbudgeted positions**
 - Departmental allocation personnel worksheet along with checking KFS and organizational chart should help determine applicable employees
 - Employees hired during the year should be included
 - Temporary assignment pay should be included
 - If more space is required, please submit separate excel document that captures all data on FY17 Budget Request worksheet
 - Include names of employees
 - Fringes at 51% - if submitting an attachment, increase total request by fringe amount
- **B200 Non-Regular EEs - include all casual and emergency hire positions**
 - If more space is required, please submit separate excel document that captures all data on FY17 Budget Request worksheet
 - Include names of employees
 - Fringes at 3% - if submitting an attachment, increase total request by fringe amount
- **B300 Lecturers**
 - As noted above, will be budgeted for via the VCAA
- **B400 Student Help payroll**
 - If more space is required, submit separate excel document that captures all data on FY17 Budget Request worksheet
 - Include names of students
 - Fringes at 1% - if submitting an attachment, increase total request by fringe amount
- **Overload**
 - If more space is required, submit separate excel document that captures all data on the FY17 Budget Request worksheet
 - Include names of faculty
 - Fringes at 2% - if submitting an attachment, increase total request by fringe amount
- **Overtime**
 - If more space is required, submit separate excel document that captures all data on the FY17 Budget Request worksheet
 - Include names of staff
 - Fringes at 51% - if submitting an attachment, increase total request by fringe amount

Developing the Operating Budget

- **B600 Other Current Expenditures**
 - Include all projected costs for the FY
 - Recommend that the following types of recurring costs be listed on a schedule with anticipated annual costs:
 - Fees, including accreditation and scheduled site visits
 - Professional journals and subscriptions
 - Maintenance contracts
 - Other costs specific to department's operations
- **B700 Equipment**
 - Include all equipment requests, technology and otherwise. All technology requests will be compiled separately and forwarded to CELTT.