

GRAMBLING STATE UNIVERSITY

FISCAL YEAR 2008-2009 BUDGET REQUEST PACKET

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ATTACHMENTS

Budget Account Summary Request Form

Budget Narrative/Justification Form

GENERAL INSTRUCTIONS

The primary purpose of this packet is to provide instructions for submitting a budget request for each account designated under the university's Operating and Auxiliary fund group for fiscal year 2008-2009. Please assist us by completing the request in a timely manner with as much detail as possible. Please reflect on the following before completing the budget request:

- a. What are the goals and objectives of my department or program and do they address the overall mission of the University?
- b. What are the "true" needs of my department or program that will enable the achievement of these goals?
- c. Is there a way that I can do more with fewer resources?

Who Should Submit a Budget Request?

Submit a budget request if you are responsible for any fund numbered 1XX to 2XX.

When Should I Submit the Request?

Departmental budget requests are due to the Budget Office **no later than March 25, 2008 @ 5:00 p.m.** Requests must be forwarded by the deadline in order to be considered in the budget hearings process. *(Please see attached schedule)*

How Should I Submit the Request?

Please submit your request via email to eugenej@gram.edu. Your completed packet should include the following pages:

- A. Budget Account Summary Request Form
- B. Budget Narrative/Justification Form

What If I Need Help?

Please contact Renee' Parker in the Office of Budget and Planning at extension 2630 to schedule an appointment for in-depth assistance from March 4th through March 25th, 2008. The Budget Office personnel will be happy to assist you in preparing your request or answering any questions you may have.

BUDGET DEVELOPMENT PROCESS
TIMELINE SCHEDULE

<u>DATE</u>	<u>EVENT DETAILS</u>
March 4 th	Budget Request Packets are disseminated via email
March 5 th -24 th	Vice Presidents meet with their respective departments to prioritize budgetary requests.
March 5 th – 24 th	Budget Assistance Sessions are held by Office of Budget and Planning (Deans and Department heads may schedule appointments to obtain assistance with their budget requests packets)
March 25 th	Budget Request Packets must be returned via email to the Office of Budget and Planning by 5:00 p.m.
April 1 st	Initial draft of the proposed base budget is presented at the April Cabinet Hearing
April 2 nd -24 th	Vice Presidents meet with their respective departments to finalize budgetary requests
April 25 th	Budget Request Packets must be finalized with the Office of Budget and Planning by 5:00 p.m.
April 30 th	Ensuing year's proposed budget is finalized with the Vice President for Finance
May 6 th	Final draft of the ensuing fiscal year budget is presented at the May Cabinet Hearing
July 1 st	FY 2008-09 Operating and Auxiliary Fund Budgets are submitted to University Louisiana Systems Office
July 5 th	Departments may access their budgets in Banner
September 1 st	FY 2008-09 Operating and Auxiliary Fund Budgets are submitted to Louisiana Board of Regents

INSTRUCTIONS TO COMPLETE FORMS

Budget Account Summary Request Form

The purpose of this Microsoft Excel form is to assist you in calculating the budget amounts for FY 08-09. *(All amounts must be entered as whole dollars.)*

Column A - **Account Code(s)** – The actual account number where expenses will be charged.

Column B - **Account Title** – A description of the account code (s).

Column C - **2007-2008 Budget** - Enter the current fiscal year budget from the Bound Budget Book in each **highlighted** pool account line. Your FY 2007-08 Departmental Total line must reconcile to your Department Total in the Bound Budget. These amounts will be verified by the budget office during the budget assistance session.

Column D - **2008-2009 Requested Increase/Decrease** - Enter your budget requests by line item for FY 2008-2009. Enter the amount by which you want to increase or decrease each line item. *(Please note that all proposed increases must be itemized on the Budget Narrative/Justification Form).*

Column E - **2008-2009 Proposed Budget** – Automatically calculates the proposed FY 2008-2009 budget.

(Please refer to the Account Title Description page for more details.)

Budget Narrative/Justification Form

Use this form to request and justify your needs for new positions (positions not reflected in your prior year budget) and any increases to your operating expense account lines for FY 2008-09.

A detailed salary listing will be provided to all **Deans, Department Heads, and Directors** upon request. Any current positions that are not listed on the detailed salary listing must be reported on the Budget Narrative/Justification Form. Assess whether or not your current staffing level is sufficient to accomplish the goals and objectives of your department. If you determine that additional employees are needed, and you wish to request funding for the new position(s), please list and describe each new position. The description should include duties, responsibilities and recommended salary. Any other information that might be helpful should be included. **Only enter the recommended salary amount. The Budget Office will calculate all applicable fringe benefits.**

Additionally, please provide a narrative/justification for each Operating expense account (travel, supplies, etc.) that you are requesting to increase.

If a realignment of duties within your department using pre-existing positions is sufficient to accomplish your goals, note this fact on the same form.

ACCOUNT TITLE DESCRIPTIONS

Salaries – This account includes classified, unclassified, adjunct and summer code.

Other compensation

- A. Student Wages** – Self explanatory.
- B. Graduate Assistants** – Self explanatory.
- C. Student Stipends** – Self explanatory.
- D. Temporary Staff Employment** – Employees that work at the leisure of the supervisor. You must indicate the following for every temporary position requested: a position description, a recommended hourly rate, the number of hours per week and the duration of the temporary employment.

Other Operating Expenses

Travel (Account code 404xxx) includes expenditures for In-state and Out-of-State travel.

Operating Services (Account code 405xxx) include expenditures for items such as printing, postage, dues and subscriptions.

Supplies (Account code 406xxx) include expenditures for items such as office supplies, clothing and uniforms, and other supplies used in your area.

Professional Services (Account code 4065xx) include expenditures for items such as auditing, legal and attorney services.

Other Charges (Account Code 407xxx) include scholarships, fellowships and grants.

Capital Outlay (Account Code 408xxx) includes the purchase of items costing \$ 5,000 or more. Items that are less would be classified as supplies.