


# FY2014 Budget Template Instructions


The Excel Workbook contains 1 Summary Worksheet and 3 Entry Worksheets

 Budget Summary

## Entry Worksheets

 BegBalRevenuesAllocations

 SalaryWagesLongevity

 FixedCost & Other Expenses

## Budget Summary

**This worksheet contains formulas. Please do not enter values into this worksheet.**

Totals from the entry worksheets will feed to the Budget Summary .

Utilities Line includes Electricity, Water, Wastewater, and Trash & Garbage.

**Review and resolve any deficits.**

## Entry Worksheets

### BegBalRevenuesAllocations

Please enter your Beginning Balance, Revenues, and Allocations.

Beginning Balances can only be used for one-time expenses.

Revenues for University-Wide Fees will be distributed at a later date. Units will have to calculate local student fee income. See Item 13 in the Budget Preparation Guidelines for more information.

Allocations will be at FY13 Level plus permanent changes. FY13 account allocations can be found on the FBR589 Account Report included in the final FY13 Budget Packet.

### SalaryWagesLongevity

To calculate the budgeted amount for non-exempt employees, multiply the Hourly Rate of Pay by 2080 (# of work hours in FY14).

Longevity should be considered and estimated. Longevity field should also be used for Hazardous Duty Pay.

Benefits for local funds are set to calculate on the Budget Summary.

Estimated at 28% for Faculty, Non-Faculty, GATs, and GANTs.

Estimated at 10% for Longevity and Wages.

BPP will generate a benefits report once the salary budget is finalized. The Budget Office will adjust the Benefits Line to equal the amount on the Benefits Report.

#### FixedCost & Other Expenses

A Schedule of Know Cost has been included with your Budget Packet. Locate your account number(s) on the schedule and enter the amounts for each cost listed.

Discrepancies for fixed cost should be communicated to the Service Department via email:

Electricity, Water, and Wastewater - **Charles Muse**

Telephone - **Midhat Asghar and Gul Motawni**

Copier - **Richard Hamilton - Alternate Kay Peavy**

Multi-year Contracts - **Randy Millin - Alternate Kay Peavy**

Fleet Insurance - **Paula Sandles**

Mail and DPS Security - **Fred Washington and Anitra Addison**

Trash & Garbage, Grounds Maintenance, & Vehicle Maintenance - **Don Williams**

Custodial Maintenance - **Shelia Cleveland**

Building Maintenance - **Quinn Jenkins**

Accounts that require OSP Approval should be routed to OSP prior to submitting to the President/VP Office.

**Review and resolve any deficits.**

**Contact the Budget Office at ext. 2200 for questions and/or concerns with the template.**

<b>FY14 Student Teaching &amp; Field Exp.</b>		
<b>Budget Summary</b>		
	<b>112335</b>	<b>212335</b>
	<b>Student Teaching &amp; Field Experience</b>	<b>Student Teaching &amp; Field Experience</b>
<b>SL Begin Balance</b>		
Revenues		
Revenues- Fees	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>
Allocations		
Allocations In	66,172	6,910
Allocations Out	-	-
<b>Total Allocations</b>	<b>66,172</b>	<b>6,910</b>
<b>Total Available</b>	<b>66,172</b>	<b>6,910</b>
Expenses		
Salaries - Faculty	-	-
Salaries - Non-Faculty	-	-
Unallocated Sal - Faculty	-	-
Unallocated Sal - Non-Faculty	-	-
Unallocated Sal - GATs	-	-
Unallocated Sal - GANT	-	-
Longevity	-	-
Wages	-	-
Benefits		
Utilities	-	-
Telecommunication	-	2,646
Scholarships	-	-
Scholarship Discounts		
Travel	-	1,112
Student Travel	-	-
Operations and Maintenance	-	3,152
Equipment	-	-
Other Non-Operating	-	-
<b>Total Expense</b>	<b>-</b>	<b>6,910</b>
<b>SL Ending Balance</b>	<b>66,172</b>	<b>-</b>

<b>FY14 Student Teaching &amp; Field Exp.</b>		
<b>Beginning Balance/Revenues/Allocations</b>		
	<b>112335</b>	<b>212335</b>
	<b>Student Teaching &amp; Field Experience</b>	<b>Student Teaching &amp; Field Experience</b>
<b>BEGINNING BALANCE</b>		-
<b>Revenues</b>		
Revenues - Fees		
<b>Total Revenues</b>	-	-
<b>Allocations In</b>		
Allocation In-E&G	65,579	-
Allocation In-AUF		
Allocation In-Designated Tuition		6,910
Allocation In-Interest Income		
Allocation In-Overhead Cost Recovery		
Allocation In-Endowment Income		
Allocation In- From (Merit)	593	
Allocation In- From		
Allocation In- From		
<b>Total Allocations In</b>	<b>66,172</b>	<b>6,910</b>
<b>Allocations Out</b>		
Overhead Cost		
Debt Service		
Allocation To		
Allocation To		
<b>Total Allocations Out</b>		-
Total Beginning Balance/Revenues/Allocations In	66,172	6,910
Less: Total Allocations Out	-	-
<b>Total Available</b>	<b>66,172</b>	<b>6,910</b>





<b>FY14 Student Teaching &amp; Field Exp.</b>		
<b>Fixed Cost and Other Expenses</b>		
	<b>112335</b>	<b>212335</b>
	<b>Student Teaching &amp; Field Experience</b>	<b>Student Teaching &amp; Field Experience</b>
Fixed Costs		
Electricity		
Water		
Wastewater		
Trash & Garbage		
Telecommunication		2,646
Copier		1,768
Mail		800
Multi-Year Contracts		
DPS Security		
Grounds Maintenance		
Custodial Maintenance		
Vehicle Maintenance		
Building Maintenance		
<b>Total Fixed Costs</b>	<b>-</b>	<b>5,214</b>
<b>Scholarships</b>		
Travel		
Staff Travel		1,112
Student Travel		
<b>Total Travel</b>	<b>-</b>	<b>1,112</b>
M&O		
M&O		584
Equipment		
Other Non-Operating		
<b>Total M&amp;O</b>	<b>-</b>	<b>584</b>
<b>TOTAL M&amp;O EXPENDITURES</b>	<b>-</b>	<b>6,910</b>