II. CURRENT BUDGET PROCESS INFORMATION

DETAILED BUDGET PREPARATION PHASE (WINTER/SPRING)

This section contains information specifically about the detailed budget preparation phase of the Fiscal Year 2007/08 budget process, which takes place in late winter and spring.

IMPORTANT CHANGES FOR 2007/08

- **New Salary Position Budget System (SPB):** The University has released a new system for preparing the salary budget details by position for 2007/08. This system is more “Windows like” and can be downloaded into Excel.

- **Jesuit Salary Minimum:** All full-time Jesuits with salaries below $40,000 in 2006/07 will receive a minimum salary of $40,000 in 2007/08, funded by the University. (See “Procedures, Formats, and Instructions #9” below.)

FORMS:

The forms and instructions that you will need to complete the budget are provided on this web site under “Budget Process - Forms.” Most of these forms are the same as last year with some minor changes.

Please refer to the instructions before completing the forms.

- **Schedule D – Transfer Detail Summary** – Required (All schools and departments with Budgeted Transfers)
- **Schedule F – Target Reconciliation Worksheet** – Required (All schools and administrative departments)
- **Schedule G – Budget Input Form** – Required (All schools and departments with a budget)
- **Schedule G1 – Department Checklist for Reviewing Budgets** – Optional but highly recommended. (Helpful to schools and departments to assure that all requirements would be completed.)
DUE DATES:

Complete the appropriate Budget Schedules D through G, along with salary budget detail, and send to the Budget Office according to the following schedule:

- March 23, 2007: Administration, Graduate School, Information Technology, President & Related Areas, Student Services (+Athletics), Summer Sessions, University College, University Relations, University Ministry
- March 30, 2007: Finance, Medicine – GCF, Law School, Nursing, Pharmacy/Hlth. Prof., V.P. Academic Affairs
- April 6, 2007: Arts & Sciences, Business Admin., Dental School, V.P. Health Sciences

PROCEDURES, FORMATS, AND REQUIREMENTS:

The forms and completion instructions are essentially the same as last year, except as noted in these Notes:

1. **Budget Targets and Reconciliation:**
   - The Budget Committee approved revenue and expense targets to be provided for GCF for each school and for administrative departments under each Vice President. You must tie to these revenue and expense targets on your GCF Budget Input Form (Schedule G). (Target information is provided to each VP area in the “Budget Preparation Package,” which is normally distributed in mid to late February.)
   
   - The Vice Presidents have the latitude, however, for reasonable deviations between the individual expense targets in their areas as long as the changes offset within the Vice President’s area.

   - **Use Target Reconciliation Worksheet Schedule F:** To enable you to correctly tie out your target to your detailed budget rollup on Input Form G, Schedule F has been provided. 
     
     - **Complete a Schedule F for each Vice President, School or Administrative Department submitting a budget and send it to the Budget Office with the budget forms.** (Follow instructions provided on this web site under “Budget Process - Forms.”)

2. **Revenue and Expense Guidelines:**
   General revenue and expense guidelines are assumed in the GCF targets along with any other new expense items approved specifically by the Budget Committee as listed on the target pages.

   - **Tuition** – Tuition rates for all schools: (Details on GCF Budget Target Outline included in the Budget Preparation Package sent in late February.)
• **Student FTE’s**: (Details on GCF Budget Target Outline included in the Budget Preparation Package, normally sent in mid to late February.)

• **Fees** – Percent increase: 6.0%.

• **Gifts** – Use amount on budget target (Estimate made by Schools and/or Development)

• **Endowment** - Use amount on budget target (Estimate made by Assoc. V.P. Finance)

• **Tuition Discount** – target amount should reflect the School’s direct scholarship amount only.

• **Direct School Scholarship Expense** - Use amounts provided in targets (Schools only) (See details of approved direct scholarship in the “Budget Preparation Package” sent to each area in mid February.)

• **Salary General** – The general salary merit pool increase for 2007/08 is: 3.5%.

• **Employee Benefits** – See “Employee Benefit Rates as a Percent of Salary” included in the “Budget Preparation Package” sent to each Vice President’s area in mid to late February.

• **Non-Salary Expense** – General increase for non-salary expense or for capital in 2007/08 is 2.0% for Schools and for Non-School areas. This excludes any specific new expenses approved.

3. **Salary Position Budgets**: All areas must prepare their detailed salary budget by salary line. This will be done via the Salary Position Budget (SPB) System. The Budget Office will provide training and instructions. Training sessions will be conducted in December for the School of Medicine and in February for all other areas. You will receive specific information on these sessions.

4. **Budget Input Schedule G**:

   • The detailed budget by account and by months is prepared on Schedule G.

   • **Review Schedule G instructions on this web site under “Budget Process – Forms.” There are printing instructions and other important information in the Schedule G instructions.**

5. **Account Description List**: A current Chart of Accounts description list is available on the Controller’s Office web site. You can also access the Chart of Accounts using the Quick Link on the home page of this site. This gives a list of current general ledger revenue, expense and transfer accounts along with explanations of how they are to be used. This is useful when completing the budget input forms.

6. **Internal Debt**: Certain schools and departments are scheduled for internal debt transfers to
the University in 2007/08 for capital acquisitions and improvements. **Check the “Debt Service Transfer Schedule” included in the “Budget Preparation Package”, normally sent in mid February for any debt transfers that may pertain to your area.** Debt principal and interest should be budgeted in accounts 8650 and 8651 on Form G. (They must also be entered on Transfer Schedule D.)

7. **Transfer Schedule D:** Those schools and departments that budget transfers must complete a Schedule D. (Those who do not may ignore this schedule.) This schedule summarizes both sides of every transfer and ties to the “8000” accounts on the input form (G). (See sample and instructions on this web site.)

8. **Budgeting for Endowed Chairs:** Remember that Endowed Chairs must be budgeted separately in their own organizations. All endowment income, other revenue, and expenses related to the Chair must be budgeted in the separate Chair organization. (See detailed list of 2007/08 “GCF Endowment Income to Chairs” included in the “Budget Preparation Package” sent in mid February. Use the revenue amounts listed in your endowed chair budgets.)(See Policy entitled “Budgeting for Endowed Chairs” in the Polices section of this web site.)

9. **Applying Jesuit Salary Minimum:** All full-time Jesuit salaries must be at a minimum of $40,000 in the 2007/08 budget. The difference between their 2006/07 salary and $40,000 will be funded by the General University. This amount is not included in a School or Department’s salary merit pool target.

Raise the salaries to $40,000, ignoring any rollon. This will cause the area to exceed its salary target. This approved variance should show up on the Target Reconciliation Worksheet – Schedule F. Simply label it “Application of Jesuit Salary Minimum.”

**CONCLUSION:**

The Budget Office is available to review this package with each Vice President, Dean, and any designated staff in an effort to make things as clear as possible. You are encouraged to let the Budget Department assist you in reviewing these requirements with your staff. The requirements are not difficult but do take some time to complete. Starting as soon as possible is important.

It is critical that all requirements are completed properly and submitted **on time.** By the time your budget is submitted to the Budget Office, the information should be complete, accurate, and thoroughly reviewed by the appropriate Directors, Deans and Vice President. This will help to avoid time-consuming delays.

If you have questions about any phase of the budget process, don’t hesitate to call Fred Nesler at ext. 2084, Bruce Peters at ext. 1122, or Mindi Houston at ext. 3504.

Revised: 2/15/07