
The Operating Budget cycle begins with an updated five-year plan. Major emphasis is placed on the first year where a budget is to be developed to carry out the planning objectives. The outcomes of the Operating Budget process include the development of a planning-based operating budget request for the next budget year and a capital budget request that includes new, renovated or special maintenance projects.

PLANNING BUDGETS

With the development of the five-year plan, four planning budgets are prepared to project spending patterns given a set of budget planning parameters. These budgets are entered in the Budget Maintenance System (BU 01, Option 8).

PROJECTED BUDGETS – FY 2006

In the early spring, departmental Budget Managers enter approved planning budgets as projected budgets for the next year in the automated Budget Maintenance System (BU 01, Options 4 & 5).

Phase I

- Under Option 5, Personnel Budget Request, each person on the payroll at March 31, 2005, and his/her anticipated September 30, 2005, salary at the end of the current fiscal year are posted to the automated system. The Budget Manager must enter changes, such as additional hirings or resignations.

- Budget data for object codes other than Personnel are entered under Option 4 in the **Requested** column.
- The deadline for Budget Manager entry is May 10, 2005.
- Budget Managers should review Business Procedure BA IV: 11:01 as they prepare their budgets.
- Detail instructions will be disseminated by memorandum in March. Find highlights on the back of this brochure.

Phase II

- After the Dean/Director due date of June 1, 2005 only the Vice Presidents and President may make changes to the budgets.

Phase III

- Vice Presidents will submit requests to the President by June 15, 2005.

MID-YEAR BUDGET CHANGES

Once the budget has been implemented, changes can again be made at the Budget Manager level for object codes of 300 or greater. Budget changes to Personnel object codes (100's and 200's) must be made by the Financial System Manager, and should be requested on BA Form 4 (the green budget change form).

MID-YEAR BUDGET INCREASES

Producing sufficient revenues may increase some budgets. The Financial Systems Manager enters these budgets in the system after being approved by the appropriate Vice President.

CAPITAL PROJECT BUDGETS

Budget Request Support Forms for Equipment and Construction, Special and Extraordinary Maintenance and Renovation Projects (BA Forms 3 and 40) are submitted with the Projected Budget to request items in excess of the original allocation.

AGENCY FUND ACCOUNTS

An Agency Fund is an account where the resources are held by the University as custodian or fiscal agent for organizations. Special approval to establish an Agency Fund must be obtained from the Vice President for Administrative and Business Affairs. A request form (BA Form 6) should be initiated by the Agency. Although agency assets are not the property of the University, expenditures follow JSU Purchasing Procedures.

It should be emphasized that a budget is only a plan. As circumstances change during the year, the budget may also be changed. It is the responsibility of the Budget Manager to maintain positive balances in all budget line items.

POINTS TO CONSIDER

BU 01, OPTION 4

- **Salaries and Benefits:** Amounts from Option 5 (Personnel Budget Request) will be automatically transferred to Option 4 by the automated system.
- **Student Workers:** Salaries for student workers must be requested in Option 4. For Work Study, request 25% of the salaries to be paid. Object code 150 should be used to budget 10 months and 154 to budget two months.

University Aid salaries should be budgeted at 100% and charged to object code 152.
- **Other Operating Expenses:** Enter amounts needed for each expenditure object code in the REQUESTED column. If the object code you need is not listed, add it at the bottom of the form.
- **You may want to print your screen when all changes have been entered to keep a record of your request.**

Budgets may be monitored throughout the process in BU 09, Option 7.

BU 01, OPTION 5

- Employees on the payroll at the end of March are included. Anticipated step raises through the end of the fiscal year, if applicable, for classified employees are included.
 - Request all salaries, as they will be in the new fiscal year.
 - Faculty staff codes:

FFU Full-time Faculty
PFU Part-time Faculty
FSC Full-time Staff Classified
FSU Full-time Staff Unclassified
PSC Part-time Staff Classified
PSU Part-time Staff Unclassified
 - To ADD a position: On the first screen, Select Line = 0. Enter requested information on the second screen.
 - To DELETE a position: Select the line number of the position you wish to delete and follow the instructions at the bottom of the second screen.
 - To MODIFY a position: You must first delete the position and then add it back. Make a copy of the second screen before you delete the position. You will need some of the information to add the position back to the system.
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PLANNING AND BUDGETING

FY 2006
