

Current Estimate Budget for Fiscal Year 2018-19 & Proposed Budget for Fiscal Year 2019-20

It is time again for the preparation of the Current Estimate and Proposed Budgets. Please keep in mind the University is required to submit **two** budgets in May of each year. As in the past, Current Estimate Budget should reflect as close as possible all actual revenues and expenditures for the current fiscal year 2018-19. July Proposed Budget is our starting budget for next fiscal year 2019-20.

In regard to the Current Estimate Budget, each area should now review their accounts (index codes) using INB Banner Finance forms FGIBAVL and FGIBDST. Based upon your online analysis, budget revisions should be completed to adjust your Fiscal Year 2018-19 budgets to reflect the estimated revenues and expenditures for the current year. All special revenue accounts should reflect what will actually be collected during the current fiscal year. Please remember to include all unrestricted, restricted, and auxiliary accounts as part of your review process (including university match accounts). Departments should submit permanent budget revisions to fund any salaried position deficits.

In regard to the July Proposed Budget, each area should review all their permanent budgets, including positions. Budget revisions should be completed to adjust your Fiscal Year 2019-20 budgets to reflect the estimated revenues and expenditures for the upcoming fiscal year. Any expenditure budgets that are supported by special revenues should align with the estimated revenues. Your basis for revenue projections should be forwarded to the Budget Office. All areas should complete a thorough analysis of their accounts for accuracy and alignment with their planned expenditures for next fiscal year. Revisions should be submitted to increase any vacant position salaries that may require additional funding in the upcoming year.

Budget revisions should be submitted to reflect transfers between Index Codes and transfers between Budget Pool Account Codes. **Adjustments to budget that you consider permanent should be noted in bold as PERMANENT in the explanation box on the revision.** Please remember to carefully notate the correct fiscal year at the top of each budget revision form. Employee benefit amounts should not be adjusted. Budget revisions pertaining to benefits will be completed by the Budget Office for all unrestricted and auxiliary accounts. Please contact Joe Chappell or Terri McWilliams in the Budget Office for assistance with all non-payroll budget revisions.

For payroll related estimates, you can view the TTU Labor Distribution Report (NXRBUDG) and the TTU Position Budget Report (NXRPOSN) via e-Print (Banner HR Repository). The TTU Labor Distribution Report reflects group line pooled positions such as adjuncts, students, and GA expenditures as well as permanent employee expenditures and budgeted dollars. The TTU Position Budget Report only reflects permanent position expenditures and budgeted dollars. Keep in mind that Personnel Action Forms (PAF's) are also required for all funding source changes. Please contact Evelyn Chambers in Human Resources for assistance with payroll related budget revisions and PAF's. Longevity should not be adjusted. Reallocations and budget revisions pertaining to longevity will be completed by Human Resources for all unrestricted accounts.

After all budget revisions have been processed for the current and upcoming fiscal years, any filled positions that are over-budgeted will be reduced to equal the current salary. Any vacant positions budgeted greater than 80% of the pay grade/skill level midpoint will be reduced to 80% of the midpoint. The funds generated from this process will be moved into a university pool account designated for reclassifications or necessary market adjustments at the time of hire.

Please complete all necessary budget revisions to prepare the FY 2018-19 Current Estimate Budget and the FY 2019-20 Proposed Budget and return all forms for both cycles to the **Business Office** by 4:30 p.m. on **March 1, 2019**.

Thanks for all your assistance with the budget process.