



## THE UNIVERSITY OF TEXAS AT DALLAS

P.O. BOX 830688 RICHARDSON, TEXAS 75083-0688  
(972) 883-2213 FAX (972) 883-2212

VICE PRESIDENT  
FOR BUSINESS AFFAIRS

**DATE:** February 12, 2007  
**TO:** Budgetary Unit Heads  
**FROM:** Jody Nelsen, Interim Vice President for Business Affairs  
**SUBJECT:** Guidance regarding FY08 Budget Presentations

FY08 budget presentations will be handled in the same manner as last year. Each member of the President's cabinet will make a presentation to the full cabinet on behalf of his or her budgetary units. The presentations will occur between March 15<sup>th</sup> and April 2<sup>nd</sup>.

Each of the Vice Presidents will give specific guidance to their budgetary units regarding preparation of information for the budget presentation. However, below are general guidelines for everyone.

- Budget requests must be directly aligned with the university's strategic plan and must reference the specific initiatives and/or imperatives that pertain to the budgetary unit's request. See Attachment 1 for strategic plan initiatives and imperatives that should be utilized in your budget presentation.
- Budgetary unit heads must endeavor to find efficiencies in their budgets prior to requesting additional funding.
- All needs above the current budget (FY07 original budget plus any permanent adjustments) must be itemized and include a cost estimate. Itemized additional needs must be included on the attached Excel document and listed in priority order with requests for recurring costs listed separately from requests for one-time costs. (Additional needs must also reference the specific initiatives and/or imperatives from the strategic plan that pertain to the request.) Examples of additional funding needs include:
  - Recurring Costs
    - Reclassification requests (include salary and benefit changes)
    - Requests for additional personnel/positions (include salaries and benefits)
    - Requests for additional operating funds
  - One-Time Costs
    - Capital items (equipment or systems)
    - Non-capital equipment
    - Special one-time projects requiring professional services, etc.

- Budget requests must align with the budgetary unit's objectives and goals for FY08. A copy of your Annual Plan for Institutional Effectiveness & Budgeting (attached) must be submitted at the time of your budget presentation. Remember that FY08 goals/objectives will be entered into WEAVEonline (at a time to be determined by the SACS office) and must also tie to the strategic plan initiatives and/or imperatives. WEAVEonline will now serve as the university's official means for documenting that budget requests, along with unit goals and objectives, are directly linked to the strategic plan of the university.
- Merit increases and equity adjustments will not be taken into consideration until later in the budget development cycle.

If you have questions regarding the information to be presented in the budget presentation, please consult the appropriate vice president. If you have general questions regarding the budget presentation process or forms feel free to call the Budget Office at extension 2663.