

TO: Vice Presidents, Deans, Directors, and Account Managers

FROM: Associate VP for Budget & Resource Planning

DATE: April 23, 2007

RE: 2008 Budget Preparation

This phase of the FY2008 Budget Preparation Process involves State, Designated Tuition, General University Fees, and Contracts & Grants.

This package should include the following for each account for which you are identified as account manager:

- Baseline Spreadsheet (State/Designated Tuition & General University Budget Fees)
- Budget Preparation Worksheets (includes Contracts & Grants)
- Salary Roster (Budget List by Account)
- Longevity Report.

If the package you receive....

- Is missing one or more sheets: Email Mary Trimble at [mtrimbl@utdallas.edu](mailto:mtrimbl@utdallas.edu) identifying account title(s) and account number(s) and name(s) of missing sheet(s).
- Has “extra” sheets: Return these to the Budget Office immediately so that the forms can be directed quickly to the appropriate unit and any necessary corrections can be made to Budget records.

**The Budget Baseline Spreadsheet and Budget Preparation Worksheets packages are due to the Budget Office by Friday, May 4<sup>th</sup>.**

If there are issues related to a particular account that prevent completion of that particular budget request, please submit the remainder of the requests in compliance with the stated due dates. Then, send an e-mail to your Budget Analyst identifying the account and the expected date the request will be complete.

## DEVELOPMENT OF FY 2008 OPERATING BUDGET THE UNIVERSITY OF TEXAS AT DALLAS

### General Budget Instructions

#### 1. BUDGETING OPERATING COSTS

- ❖ You ***must*** budget separately for travel (4100), capital (6900), and other M&O (4200). This is a ***University of Texas System requirement***.
- ❖ As was the case last year, when the budget is posted to FRS, these amounts will be collapsed into a single budget sub code.
  - Exception: As was the case last year, project year accounts will not use the collapsed sub code.

#### 2. SALARY POLICY

- a General Salary Policy - All employees are shown at the 2007 salary rate.
- b Reclassifications, Promotions, Equity Increases, and New Positions for Administrative and Professional and/or Classified **must** include the following:
  - PAN (Position Allocation Notice) for Reclassifications/New Positions
  - Memo of approval Equity Increase
- c Note: Fiscal 2008 minimum for classified positions will be equal to the FY 2007 minimum plus 4%.

#### 3. NEW BUDGET ACCOUNTS

Include in the budget submission all accounts that you plan to budget during the 2008 Fiscal Year. Complete both the Request for New Budget Account (form is on the Budget Office web site) and Signature Authority Request Form (Budget Office website) for each new account requested.

#### 4. LEAVE OF ABSENCE

Include a separate list of all faculty personnel either on leave or scheduled for leave during any part of FY2007 or FY2008. Indicate the beginning and ending dates of leave status.

**5. NEPOTISM (Appointment of Relatives)**

State and System regulations regulate the employment of relatives of current U.T. Dallas employees. The general rule is that current employees may not be involved in the appointment, reappointment, promotion or salary of relatives and that if a personnel action or marriage puts an employee in a position to be involved in a prohibited action. U.T. Dallas must ensure that the next higher administrative level performs all supervisory functions. U.T. Dallas must also report each such case to the UT System on an annual basis. To comply with this reporting requirement, you must notify Mr. Larry Wilson, Assistant VP for Business Affairs, [lwilson@utdallas.edu](mailto:lwilson@utdallas.edu), of any such cases in your area of responsibility.

**6. TEACHING ASSISTANTS AND LECTURERS MINIMUM AND MAXIMUM RATES**

Teaching Assistants	Minimum	\$19,500	Maximum	\$64,900
Lecturers	Minimum	\$22,400	Maximum	\$64,900

**Budget Instructions relating to State/Designated Accounts and General University Fees**

**1. Baseline spreadsheet has been provided showing FY08 total allocation.**

- ❖ Complete expenses by subcode category for each account shown on the baseline spreadsheet. Total expenses by account must not exceed the total allocation.
- ❖ No individual Budget Preparation Worksheets (former “green sheets”) should be completed for state/designated tuition accounts or general university fee accounts.
- ❖ The Dean needs to sign **only** the completed baseline spreadsheet.

**Budget Instructions relating to Contracts & Grants Accounts**

**1. Budget Preparation Worksheets**

- ❖ The Budget Preparation Worksheet discloses the original budget for Fiscal Year 2007. The column for “Requested 2008” should be completed by the account manager.
- ❖ Verify that the account manager name shown at the top of the worksheet is correct. Mark any necessary changes beside the current entries.
- ❖ Contracts & Grants budget requests for FY08 should equal estimated expenditures.

- ❖ Benefits costs:
  - Budget benefits if budgeting salaries– use an average of 30% of salaries as an estimate.
- ❖ If expenditures are budgeted to A&P (1011), Faculty (1021), or Classified (1041), a computer generated listing of employees (Budget List by Account) should be included in the package.
  - After you have completed your markup of both the Budget Preparation Worksheet and the Salary Roster (Budget List by Account), confirm that the total figure requested for these subcodes IS EQUAL to the costs of the positions detailed in the listing.
- ❖ Only lump sums will be reflected in the printed operating budget for Teaching Assistants (1031), Lecturers (1024), Research Assistants (1032), and Wages (1051); however, you are encouraged to update the detail to reduce the number of HRS forms that must be completed in the Fall. Another opportunity will be provided in August to adjust lump sum budgeted amounts.
  - After you have completed your markup of both the Budget Preparation Worksheet and the Salary Roster (Budget List by Account) for these groups of employees, confirm that the annual cost of the positions included in the detail listing does not exceed the amount requested for that subcode
- ❖ Funding must be included in the longevity subcode in the account(s) paying salaries of the qualifying individuals. A report of the estimated longevity costs for your account(s) AT CURRENT RATES is included in the budget package.
- ❖ Sign and date the Budget Preparation Worksheets.
- ❖ Approved originals should be returned to the Budget Office, even if there are no changes. Use only red pen when marking requests or changes.

The forms referred to in this memo are available on the Budget Office Web Site ([http://www.utdallas.edu/utdgeneral/business/obir/BUD\\_FORMS/Forms.html](http://www.utdallas.edu/utdgeneral/business/obir/BUD_FORMS/Forms.html)). If you have any questions concerning these instructions, do not hesitate to call your Budget Analyst.

MVB:kam

Attachments

1. Baseline Spreadsheet for State/Designated Tuition Accounts & General University Budget Accounts
2. Budget Preparation Worksheet(s) for Contracts & Grant Accounts
3. Salary Roster(s) (Budget List by Account)
4. Longevity Report