

Budget Review

BEST PRACTICES

Things to Look For Before Submission



All Funds

- Explain any major increases/decreases by fund type year to year
- Benefits should be budgeted whenever salaries are budgeted.
 - Does the benefit range make sense for the employee type?

Aux/Recharge/Core

- If negative, indicate whether reserves will be used to cover deficit.

Contracts and Grants

- Revenue should equal expense.
- Does the indirect rate make sense based on the awards?
 - Note reasons for any major rate changes.

F&A

- Does revenue make sense compared to C&G grant growth/decline rate?
- Benefits should be budgeted whenever salaries are budgeted.
 - Does the benefit range make sense for the employee type?

State

- Revenue should equal expense.
- Breakout revenue into carryover (only allowed on state receipts), temp funding (ex. 1% positions, commitments, etc.) and UME allocation.
 - Include fringe benefits in revenue.
 - No FP benefits or meetings & amenities allowed.

Trust Funds

- Do not include carryover of department owned trust funds.
 - Carryover should only be budgeted for sources owned by other departments (ex. 15191 commitment carryover, Provost awards, SOM faculty awards, etc.)
- If negative, indicate whether reserves will be used to cover deficit.