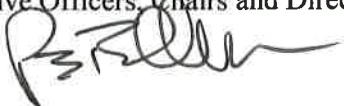




**OFFICE OF THE PRESIDENT**

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**MEMORANDUM**

**TO:** Academic Deans, Administrative Officers, Chairs and Directors  
**FROM:** Dr. Philip Oldham, President   
**DATE:** February 5, 2016  
**SUBJECT:** Current Estimate Budget for Fiscal Year 2015-16

It is time again for the preparation of the Current Estimate Budget. Please keep in mind the University is required to submit **two** budgets to the Tennessee Board of Regents (TBR) in May of each year. One is the Current Estimate Budget that should reflect as close as possible all actual revenues and expenditures for the current fiscal year 2015-16. The second budget is the July Proposed Budget, which is our starting budget for next fiscal year 2016-17. You will receive additional instructions for the July Proposed Budget Fiscal Year 2016-17 when more information becomes available on expected resources.

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 2015-16 budgets to reflect the estimated revenues and expenditures for the current 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.** Employee benefit amounts should not be adjusted. Budget revisions pertaining to benefits will be done by the Budget Office for all unrestricted accounts.

For payroll related estimates, you can view the TTU Labor Distribution Report (NXRBDUG) 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. Please contact Evelyn Chambers in Human Resources for assistance with payroll related budget revisions. Longevity should not be adjusted. Reallocations and budget revisions pertaining to longevity will be done by Human Resources for all unrestricted accounts.

Please complete all necessary budget revisions to prepare the FY 2015-16 Current Estimate Budget and return to the **Business Office** by 4:30 p.m. on **February 26, 2016**.

Thanks for all your assistance with the budget process.