

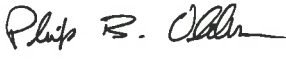


## Office of the President

TENNESSEE TECH

MEMORANDUM

**TO:** Academic Deans, Administrative Officers, Chairs and Directors

**FROM:** Dr. Philip Oldham, President 

**DATE:** February 28, 2018

**SUBJECT:** Current Estimate Budget for Fiscal Year 2017-18 & Proposed Budget for Fiscal Year 2018-19

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 2017-18. July Proposed Budget is our starting budget for next fiscal year 2018-19.

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 2017-18 budgets to reflect the estimated revenues and expenditures for the current year. Please remember to include all unrestricted, restricted, and auxiliary accounts as part of your review process (including university match accounts). No additional budget revisions involving salary lapse will be processed after Current Estimate so your review should be as complete and thorough as possible at this time.

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 2018-19 budgets to reflect the estimated revenues and expenditures for the upcoming fiscal year. All areas should complete a thorough analysis of their accounts for accuracy and alignment with their planned expenditures for next fiscal 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 Emily Wheeler 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.

Please complete all necessary budget revisions to prepare the FY 2017-18 Current Estimate Budget and the FY 2018-19 Proposed Budget and return all forms for both cycles to the **Business Office** by 4:30 p.m. on **March 16, 2018**.

Thanks for all your assistance with the budget process.