

Important Information for Preparation of the FY09 Original Budget

As we begin to develop the FY09 Original Budget, here are a few items that will assist you in formulating a more useful departmental budget.

- For inclusion in the FY09 Original Budget, position classification and reclassification paper work should be received in Human Resources by March 21, 2008. The budget office should also receive any corresponding budget amendments by this date for this activity to be reflected on the budget merit worksheets.

- If planning for your department's FY09 budget includes classifying new positions, **please remember to budget fringe benefits in addition to the anticipated salary.** Fringe benefits associated with a new position should be budgeted as follows:

FICA/FICA Med	7.65%
TRS	9.28%
Health Insurance	\$10,978/year (based on PPO family rate)
Life Insurance	\$180/year

These amounts should be used throughout FY09 unless you are notified otherwise by the Budget Office.

- If you are planning a departmental reorganization, please contact the Budget Office. Reorganizations take a considerable amount of time but we can work with you to incorporate this data into the FY09 Original Budget. Reorganization includes moving positions from one department to another, consolidating two or more departments into a single department, or dividing a department into two or more departments. This information should also be received in the Budget office by March 21, 2008.
- Currently, if you have departments that have expenditures to the Equipment (800000) budget for equipment leases, please use the budget merit worksheet (available in April) to permanently transfer the budget from Operating (700000) to Equipment (800000) for these amounts. This will prevent your department from receiving budget checking errors in FY09. The Procurement Office can advise you if your leases are charged to operating (700000) or equipment (800000) and the amounts.
- [Tentative FY09 Budget Timetable](#)