

Important Information Regarding the FY2010 Original Budget

As we begin to develop the FY2010 Original Budget, here are a few items that will assist you in formulating a more useful budget.

- In light of the current state budget situation, departmental merit worksheets will not be distributed this year. Any permanent budget transfers or adjustments not already submitted to the Budget Office must be received by April 20, 2009 to be included on the FY2010 budget schedules. This includes transfers from Operating (700000) to Equipment (800000) for equipment leases. The Procurement Office can advise you if your leases are charged to operating or equipment and the amounts.
- For inclusion in the FY2010 Original Budget, position classification and reclassifications should be received in the Budget Office by April 15, 2009. The Budget Office should also receive any corresponding budget amendments by this date for this activity to be reflected on the FY2010 budget schedules.
- 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 FY2010 Original Budget. Reorganizations include 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 be received in the Budget office by April 6, 2009.
- Student Activity, Auxiliary, and Athletic budget spreadsheets should be submitted to the Budget Office no later than May 1, 2009.
- Budget Schedules G and G-1 will be distributed to departments after the budget is approved in late June. The positions and employees listed on these schedules are effective as of April 30, 2009. Changes in personnel effective May 1 or later will be amended in the FY2010 budget in July 2009. The only exception to the above is new faculty hired in recent searches.
- Please remember when budgeting new positions, the following fringe benefits should be budgeted in addition to the anticipated salary:

FICA/FICA Med	7.65%
TRS	9.74%
Health Insurance	\$11,015 year (based on PPO family rate)
Life Insurance	\$180/year

These amounts should be used throughout FY2010 unless you are notified otherwise by the Budget Office.
- [Tentative FY2010 Budget Timetable](#)