

## **BUDGET DEVELOPMENT SUMMARY - INCOME & EXPENSE**

### **PURPOSE**

The FY-2010 Budget Development Process (Stage I) incorporates changes to the required submission materials. With few exceptions, completion of "grey-bar" forms (I & S-1) will not be required. These forms have been replaced by the Budget Development Summary.

The Budget Development Summary is designed to organize and summarize proposed income and expense changes into the major categories of: Savings, New Initiatives/Programs & Other Income, Prior Commitments & Unavoidable Costs, and Other Funding Requests. In addition, the Budget Development Summary will be used to expedite analysis of your submissions prior to your Budget Hearing. A Microsoft Excel template is available for download at <http://www.bu.edu/budget/stageone/template.xls>

Please note that the Budget Development Summary does not replace the requirement for a memorandum explaining the proposed changes to your budget.

### **GENERAL GUIDELINES**

Once you have downloaded the template, you will find that input fields have been highlighted in yellow. Row heights may be adjusted to accommodate text in excess of the allotted space. Additional rows may be added to each section as needed.

A Budget Development Summary should be completed for each area for which you have received a Stage I Budget Development Worksheet. After you have downloaded the template, please enter your unit/department number and name into the appropriate fields at the top of the document. The FY-2010 Stage I Budgets for income and expense, which are the last items listed on the Budget Development Worksheets, should be entered into the appropriate areas.

As you enter data into the "Variance Detail" section of the document, your changes will be totaled and added to the Submission Summary at the top of the document.

#### **Category Definitions for "Variance Details":**

**Savings** - Use this space to show proposed expense reductions. Salary changes should be separated from non-salary changes. Examples include: eliminating positions; reallocating open position funding; favorable contractual adjustments; process improvements; and spending assumption changes.

New Initiatives/Programs and Other Income - Use this space to show proposed income and/or expense changes that are associated with new endeavors that should ideally support the University's strategic plan. Examples include: start-up costs for new faculty members; new positions; alternate revenue sources; and one-time costs for services/software that will eventually improve work processes.

Prior Commitments/Unavoidable Costs - Use this space to show items that were previously approved by the Provost Office and additional expense items that you feel are a necessity for your unit. Examples include: new faculty searches; increases to maintenance contracts; specific supplier vendor changes; and revised pricing for items essential to your unit.

Other Funding Requests - Use this space to show all other requests. These items should be more discretionary and should not inhibit the department from performing its duties. You should think of this area as a "wish list" of items that would be nice to have for your department but not a necessity. Examples include: computer upgrades; new positions; new equipment purchases; and space renovations.

In some cases, you may be required to complete multiple lines for a single item. For example, if you are proposing a new initiative you will need to break out expense into salary vs. operating expense. In this case, your entry could follow this format shown on the attached sample.

If you have any problems downloading the template or require any type of assistance, please contact your Budget Analyst at extension 3-4330.