

## **INSTRUCTIONS**

### **FY-2010 BUDGET SPECIFICATION (STAGE II)**

Enclosed are the materials you will need for the FY-2010 Stage II Budget Specification Process. If you have any questions regarding this material, please contact the Budget Analyst assigned to your unit at 617-353-4330.

#### **\*\*\*IMPORTANT PROCESS CHANGE\*\*\***

**The use of the Budget Office grey-bar Forms I (Income) and Form S1 (Expense) have been discontinued for the FY-2010 Budget Specification Process.** If you would like a copy of these forms, you can download the information from Galaxy using the BD 30 (Expense) and BD 32 (Income) functions or you can request them from your Budget Analyst.

**In addition, many of you are aware that Boston University continues to be on a hiring freeze and there are currently a number of open positions. Senior management is currently reviewing these open positions to determine whether any can be permanently eliminated. At this time, any open positions within your unit will be included in your FY-2010 Stage II Target. However, once this review is completed over the next two weeks, the appropriate target changes may need to be made to your budgets.**

#### **I. CONTENTS OF BUDGET SPECIFICATION PACKAGE:**

##### **FY-2010 SALARY BUDGET SPECIFICATION FORM**

- These forms, generated from the Position Administration and Salary System (PASS) are explained in a separate set of instructions included in this package and must be completed as described in these instructions.

##### **ELECTRONIC SUBMISSION INSTRUCTIONS**

- Instructions for electronic submission(s) are included in your package.

##### **TRAINING**

- In order to accommodate your individual scheduling needs, we are requesting that unit representatives contact their Budget Analyst to arrange a meeting if they would like assistance in preparing their Stage II Submission.

#### **II. GENERAL INSTRUCTIONS**

- A) Income object codes should be carefully studied and realistically projected. You should be prepared to justify all FY-2010 income budget estimates.

- B) As we have requested in the past, the expense submission must not exceed the specified budget amount on the FY-2010 Budget Specification (Stage II) Target. The proposals for Object codes 0900, 0901, 0903, 0904, 0905, 0906, 0907 and 0909 should be at present salary rates and must equal the totals specified on the completed Salary Budget Specification Forms. The remainder of the funds must be allocated the operating expenses in an appropriate manner.
- C) Any income and/or expense recoveries should be indicated and submitted with a negative sign.
- D) We recommend that each unit should develop their department budgets by object code first, and then consolidate the information to produce the unit level budgets.
- E) If your unit includes Self-Supporting (SS) and Entrepreneurial (EP) departments the income and expense budgets related to these programs are excluded from your Stage II Target. However, we require you to submit the department detail for these EP and SS programs separately.
- F) The University's Fringe Benefits Policy requires units to fund the fringe benefit impact of a unit's initiated salary changes in the unrestricted budget. This impact should be calculated using non-federal awards listed below:

FY-2010

Professional:	28.9%
Support Staff:	25.4%
Consultants (OC 0909):	8.1%

- G) The preparer should sign the first page of the PASS Forms.
- H) Please retain a copy of your unit/department submission(s) for your record.

**III. MATERIAL TO BE SUBMITTED**

- A) Return Date: **June 19, 2009.**
- B) The Income and Expense Electronic Submission from the appropriate originator is to be emailed directly to [budgen@bu.edu](mailto:budgen@bu.edu) and copied to the appropriate Dean, Director, or Vice President.
- C) Completed Salary Budget Specification Forms should be delivered to the Budget Office.