

**FY 2015**  
**BUDGET BUILDING GUIDELINES FOR INCOME/EXPENSE ACTIVITIES**

**MEMORANDUM OF UNDERSTANDING**

Review annually and revise as necessary. If revised, submit to the Office of Financial Analysis and Budgeting (FAB) electronically for review.

**RATE CALCULATION**

For FY 2015 budget building, all income/expense activities must submit a rate calculation electronically (with formulas included) to FAB **no later than Friday, May 9th**. However, activity managers are encouraged to submit rate calculations as soon as complete. This will allow time for approval prior to submitting the activity's FY 2015 budget through EPM. Any concerns that might result from the analyst's review will need to be addressed prior to loading the new year budget into PeopleSoft. The rate calculation and budget must coincide.

Rate calculations are discussed in the University's Income/Expense manual (section III) located on the web at: [http://www.uvm.edu/~ofabweb/Budget\\_Building\\_Materials/Income\\_Expense\\_manual.pdf](http://www.uvm.edu/~ofabweb/Budget_Building_Materials/Income_Expense_manual.pdf). An example is demonstrated in Appendix C at the end of the manual. If you have further questions, contact FAB at X63244.

FY 2015 income/expense preliminary parameters are presented in the appendix attached to this document.

The financial goal of each activity should be to recover the legitimate **full** cost of producing a good or service.

All clients/users must be charged at the same rate for the same goods or services provided. However, a subsidy by the General Fund, college, or department can partially or totally offset this charge so that the actual amount paid by certain clients/users may be less than the full rate. If this is the case, the area of subsidy must be discussed in the Memorandum of Understanding and demonstrated as revenue in the activity rate calculation and budget.

**BUDGET**

Each income/expense activity is expected to "break even". That is, projected annual revenue less all expenses is planned to equal zero.

Budget in whole dollars only--**no cents**.

Compare the new year budget to the current year budget. A significant difference might be indicative of a change in operations, which then would require a change in the MOU. Review the YTD results of operations to determine if the new year budget appears to be reasonable given the activity level in the current year.

**INCOME** – Revenue may be obtained through a variety of sources and should be reflected accordingly through the budget. These sources may include sales and services direct billing, charging a portion of the rate to a subsidy budget, and/or drawing down the fund balance that is planned for during the rate calculation process. Remember to budget at the '**E**' account level.

**Auxiliaries (103)** are activities conducted primarily to furnish goods or services to students, faculty and staff and are expected to be self-supporting. They primarily have external revenue (revenue from students, faculty or staff or the general public) and therefore, are not recharge centers.

**Sales & Services of Educational Activities (107)** are 1) revenues related incidentally to the conduct of

instruction, research, and public service and 2) revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create goods and services that may be sold to students, faculty, staff and the general public. If sales and services to students, faculty, or staff, rather than training or instruction, is the purpose of the activity, the revenue should be classified as Auxiliary.

**Other Revenue (109)** is none of the above and not related to the tuition and fee accounts used to bill students through banner. Examples are miscellaneous rentals and sales, miscellaneous fees, and items that are not material enough to warrant separate disclosure.

**Central I/E Support (Subsidy)** – A portion of the rate charged for sales/services may be an internal charge to a specific subsidy budget (unit support or general fund support). **Unit Support is to be budgeted in account E4870.** If you have been notified that a portion of your activity revenue will be subsidized by Central General Fund Support, the agreed upon amount is to be budgeted in account **E4890 – Central I/E Support (FAB Use Only)**. -→ *replaces E4899.*

**Use of Prior Year Fund Balance** – If a surplus balance from the prior year(s) exists, it may be necessary to include a portion as a source of revenue thus reducing the amount charged to users or subsidy required. Budget the amount included in the rate calculation in account **E4649.**

**EXPENSES** – All expenses of the activity should be budgeted and charged to the activity.

**Salaries and Wages** – Budget and charge to the appropriate individual account.

**Benefits on salaries/wages** – Benefits on both salaries and wages should be budgeted in account **E5991** the regular benefit rate. An exception may exist when temporary wages are budgeted in account **E5994** at the temporary benefit rate.

**Operating** – Budget to the appropriate 'E' level account. Charge to the account related to the 'E' level budget.

**Equipment** – Purchases of equipment are made using the activity's reserve chart string which will most likely have the new source code of **139xxx or 149xxx where the last three digits are the same as the activity's operation source value.** Note this source field value indicates reserve but for most Income/Expense activities there will not be surplus funds in this chart string. The purchase will occur to this chart string and the cost will be amortized over the useful life of the equipment. Equipment cost is recognized each year as an expense in the rate calculation equal to a portion of the useful life and acts as a payback against the deficit in the chart string. Cumulative purchases greater than \$25,000 must be offset by the budget center's total reserves.

**Equipment Cost Transfer** – The equipment cost transfer is budgeted using account **E8100** in the activity's operation budget. An equipment cost schedule must also be included with the budget materials submitted with the rate calculation. Transfers will be processed using the transfer account 81900.

**Central I/E Reimbursement (Indirect Cost)** – A target will be sent to managers indicating the new level identified which must be included as an expense to the activity for the FY 2015 budget. Activities will need to budget this expense in account **E8090 - Central I/E Reimbursement (FAB Use Only)** -→ *replaces E8099.* This expense will be processed by FAB using account 80901.

**Addition to Fund Balance** – If a deficit balance exists, all or a portion needs to be built into the FY 2015 rate calculation as an expense in order to understand the amount necessary to collect as revenue to offset the deficit. Account **E8649** should be budgeted for this purpose.

### **ACTIVITY CHART STRINGS**

**Reminder:** All Income/Expense activities (Fund 150) will use the newly assigned source value(s)—no longer 102001 or 102010 starting in FY13. Also, function 998 is no longer valid.

Consistency in the use of chart strings is the key. Activity chart strings should clearly identify the activity through source value as of FY13. The function should clearly relate to the activity—expense and revenue.

Please make us aware of any questions or concerns regarding rate calculations, budgeting, activity chart strings that might also be helpful to be included in these new year budget guidelines. Contact Carrie Hopkins ([Carrie.Hopkins@uvm.edu](mailto:Carrie.Hopkins@uvm.edu)) or Nancy Towle ([Nancy.Towle@uvm.edu](mailto:Nancy.Towle@uvm.edu)). There is also a new listserv that can accommodate communication on income/expense issues that may be common to other managers; [Income-Expense@LIST.UVM.EDU](mailto:Income-Expense@LIST.UVM.EDU).

Materials to submit:

- ✓ Rate calculation and equipment depreciation schedule submitted electronically (demonstrating the use of formulas in the spreadsheet) prior to **May 9th** thereby allowing approval prior to submitting the budget through EPM,
- ✓ Budget through EPM, and
- ✓ Revised Memorandum of Understanding (MOU) if necessary; send electronically for initial review.