On-Line Contracts and Grants Financial Plan Instructions

Each year departments are asked to project the next fiscal year budget. Projections are submitted using the On-Line Contracts and Grants Financial Plan report (BUDG000048) located on Information Navigator or other approved document. Projections should be based on your best estimate with the information you have at the time. You should use the history of the account as well as current happenings to make this estimate.

Note: We have worked with ITS to have this report rewritten to accommodate the requests received last year on possible improvements. The changes requested and addressed were (1) to be able to save the form and be able to return to it, (2) to have the totals recalculate when changes were made, (3) to have the percent of increase to expenses calculated and an alert when over 6%, and (4) to have a calculation and alert that would display if the requested budget would create a negative balance. We have tested many different scenarios and believe all is working as anticipated.

We need your help to verify that all is working as anticipated. There may be scenarios that we did not think of therefore we ask that you make some comparisons before you begin. So before you start please print the Budget Position/Cash Flow Statement as of 3/31/2009 (BUDG000040) for each index. Compare the YTD column of this report to the Financial Plan (BUDG000048) column labeled Actual as of 3/31/2009. Also compare the Budget Position Ending Cash Balance to the Financial Plan Ending Cash Balance. If any amounts do not agree please notify Pam Cadem (ext 2215) or Valerie Moneyham (ext 2041) ASAP.

Calculating Projections

Start with the Anticipated Ending Cash Balance of current fiscal year
Subtract Anticipated Ending Encumbrances of current fiscal year
Add Anticipated Revenues for the new fiscal year
Equals Amount available for Expenditures

EXPENDITURES:
Anticipated Salary
Add anticipated Fringe
Add anticipated OPS (Don’t forget that there are fringe associated with OPS)
Add anticipated Expenses
Add anticipated OCO
Add anticipated Transfer Out
Equals Total Expenditures (Note that this amount should not exceed Amount available for Expenditures as calculated above)

Completing On-Line Contracts and Grants Financial Plan

- Log on to MyUWF
- Select Information Navigator
Use the Search Field and Enter BUDG000048

Select Search

Click on the report ID within the search results screen
Enter your fund and ending date. The ending date should be that specified on the request memo sent out in early February each year (normally the date is the last day of the month of the specified month of the current year). Note: The fund must be an active fund. If you need to set up a new fund for the new fiscal year you will need to request that the fund be created in Banner prior to being allowed to enter data into the financial plan.

Select View Report
Actual as of 3/31/2009 column is the amount actually received or expended for the current fiscal year at the date of March 31, 2009 or whatever date you entered in the criteria screen.

Projected 6/30/2009 column is calculated based on the number of months past and projecting the same rate of spending through 6/30/09. In this example the first 9 months of the fiscal year have past, so the system takes the amount received or expended at 3/31/09 and divides by 9 to get a monthly amount. Next it multiplies that monthly amount by 12 to get the yearly projected amount.

Initial Calculated Budget Request column is calculated based on the projected 6/30/2009 field multiplied by 1.10% for Revenue and by 1.06% for Expenditures with the exception of Administrative Overhead Charges which is a total of SALARY, FRINGE, OPS, and EXP categories multiplied by 3.71%. This is just a starting point for which you may or may not agree.
Compare your calculations to those generated by the report in the column labeled Initial Calculated Budget Request.

- If you agree with the Initial Calculated Budget Request proceed to the next bulleted step
- If you do not agree with the Initial Calculated Budget Request
  - Enter your estimates in the column labeled Adjusted Budget Request
    - Remember to use whole dollars only (there are very few exceptions to the whole dollar entry).

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Initial Calculated Budget Request</th>
<th>Initial Calculated Budget Request</th>
<th>Adjusted Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$13,922</td>
<td>$17,360</td>
<td>$18,000</td>
</tr>
<tr>
<td>Expenses</td>
<td>$13,352</td>
<td>$17,240</td>
<td>$18,000</td>
</tr>
<tr>
<td>Expenditures</td>
<td>Salary</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td>Other Personal Services</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td>Travel</td>
<td></td>
<td>$6,000</td>
</tr>
</tbody>
</table>

- You may add additional categories by using the drop down list on the blank lines. For example this index might want to add an OCO budget-on the next available blank line under Expenditures select the drop down menu and Select Other Capital Outlay, then enter the amount under the Adjusted Budget Request column and select Re-Calculate / Archive
Note 1: If you have entered total expenditures in excess of 6% you will get a message in Red below note 2 near the bottom of the page that reads:

THE ADJUSTED EXPENDITURE AMOUNT INCREASE PERCENTAGE EXCEEDS (6%). PLEASE PROVIDE A DETAILED NARRATIVE STATEMENT BELOW.

You must enter an explanation in Narrative section.

Note 2: If you have entered expenditures and transfer out budget in excess of the ending cash plus revenues and transfer in you will notice that the Net Available Balance will be displayed in red as shown in the above example. Make adjustments to the budget as appropriate.

- Enter Comments in the Narrative section as appropriate
- Select Re-Calculate/Archive this will save your data in a table so that the data can be retrieved for future use by the budget office and in case you need to come back to it for any reason.
- Always recalculate if you make any changes to this document.
- Select Create PDF
Verify all information is correct-if not go back and adjust the form making corrections as needed.
Print the form if you want a copy for your office.
Select Send to Routelt.
Complete the Routelt form (see separate instructions-Rolling Out Routelt). Be sure to list all appropriate approvers, listing Jackie Pinkard last.
Complete no later than the date as specified on the request memo sent out in early April each year.