



LOYOLA COLLEGE IN MARYLAND

—1852—

Office of Academic Affairs

To: Budget Supervisors
From: Anne Young
Re: Operating Budget Requests for FY09 (6/01/08 to 5/31/09)
Date: December 7, 2007

The Budget Committee continues the development of the pro forma budget for 2008-09. It is now time to construct detailed operating budgets. The general process remains the same as in previous years. In summary, you will:

- receive an Excel spreadsheet via e-mail from me;
- review your budget, taking into account expenditures in prior years;
- fill out the spreadsheet with your requests for next year;
- provide detailed and compelling rationales for any proposed increases;
- return the spreadsheet to me by January 24, 2008.

The remainder of this memo contains more detailed information.

Within the next few days you will receive as an e-mail attachment from me, an Excel spreadsheet for your budget. The spreadsheet will have the following format:

# NAME	LINE	EXPENSE	approved for 07-08	requested for 08-09	Account Manager	Initially approved by
9xxx Dept	62111	Supplies-Office	1,300		Smith, S	Jim
9xxx Dept	72024	Chgbk--Photocopying	100		Smith, S	Jim
9xxx Dept	72025	Chgbk--Central Duplicating	200		Smith, S	Jim
Total			1,600	0		

As illustrated above, the 2nd, 3rd, and 4th columns will list those expense items that are in your current budget along with the budgeted amounts. Review these items carefully and consider whether all of them are still needed. As you think about your requests for 08-09, consider actual expenditures for the last few years. You will find historical information, if available, in other worksheets on the spreadsheet. If this historical information is available for your account, it may help you make adjustments to particular line items.

As you prepare your budget requests, keep in mind the following general guidelines. These guidelines were prepared by Dave Daughaday, Director of Resource Management, and apply to operating budgets across the entire College:

- Budget requests should not include salaries of assistants, secretaries, or students.
- Work-study requests are processed by the Director of Financial Aid. Requests for such work-study students should be made in accordance with the Director’s published timetable.
- Requests for equipment and furniture, if any, should be submitted separately.
- The College will pay for some limited institutional memberships in appropriate higher education organizations. Requests for such payments may be made through the budget process. The College will not pay for individual memberships in such organizations and such requests should not be submitted.
- All departments are asked to critically review past publication and subscription requests. Sharing publications and subscriptions for these items, when possible, can reduce College expenses.

After you have reviewed the historical information, if any, and considered your current expenses, enter your requests for the next fiscal year in the 5th column, the column labeled “requested for 08-09.” The total for the requested amount will calculate automatically. Use the blank rows to request new expense items. For new items simply enter a brief description in the “expense” column and the requested amount; I will work with Dave Daughaday to determine the appropriate 5-digit expense line number. When you finish, the spreadsheet will have the following format:

# NAME	LINE	EXPENSE	approved for 07-08	requested for 08-09	Account Manager	Initially approved by
9xxx Dept	62111	Supplies-Office	1,300	1,350	Smith, S	Jim
9xxx Dept	72024	Chgbk--Photocopying	100	50	Smith, S	Jim
9xxx Dept	72025	Chgbk--Central Duplicating	200	150	Smith, S	Jim
		Postage for dept mailing		50		
Total			1,600	1,600		

Please return your spreadsheet to me no later than Thursday, January 24, 2008. If you are requesting an increase, send your rationale to the person listed in the “initially approved by” column.

Preparation of operating budgets is a process that takes several months. After I receive your spreadsheet, I will use it to prepare a master spreadsheet for the person (e.g., Ilona, Lee, John, Jim, Amanda, Vic, or myself) who will initially consider your requests. We will review the requests and accompanying rationales for those budgets in our areas. If this is a typical year, the total requests will exceed the allocated amount and so not every increase will be able to be funded. It is at this stage in the process that the written rationales become important.

I will ask the deans to complete their initial review of the budgets in their areas by mid-February. What happens next, after I combine the results, depends on the bottom line. If the total of the “approved” budgets is less than or equal to the amount allocated for the academic division, Tim Snyder will review and approve the allocations; then I will send everything to Dave Daughaday. On the other hand, more work will be required if the total of the “approved” budgets is greater than our allocated amount. In any event, it will probably be late April or early May before you receive your final budget for the next fiscal year.

If I can help you in any way as you prepare your budget request, please contact me. Please note that there are Operating Budget FAQ’s available online at <http://www.loyola.edu/academics/academicaffairs/documents/faqs.pdf>.