

BUDGET REVIEW INSTRUCTIONS

- 1.) All indices must balance (total of amounts budgeted to revenue account codes must equal total of amounts budgeted to expenditure account codes for every index). Refer to Index Out of Balance Report / Budget Development Working Report to get list of indices that need to be corrected.
 - 2.) All budget amounts must be entered in whole dollars and no cents.
 - 3.) There can be no negative amounts budgeted to expenditure account codes. However, 80SA can be budgeted in **small** negative amounts to accommodate the rounding of salaries that occurred if only salaries have been budgeted to an index.
 - 4.) Verify that all allocations shown on your Dept Report of Allocations have been budgeted. The appropriate revenue codes that should be budgeted on these indices are 0340 for all allocations whose numbers begin with "UNMH-", and 1610 for all other allocations.
 - 5.) Verify that the I&G budgeted in your department ties with the amount on your I&G appropriation sheets. Run the account code report for account code 1640 to verify, as all I&G revenue should be budgeted to account code 1640. The total I&G shown budgeted on the Budget Development Working Reports for your organization should agree with the amount shown on the I&G appropriation sheet.
 - 6.) Verify that the amounts budgeted for your Special State Appropriations agree with the amounts shown on your State Appropriation "Notices of Appropriation" letters. These amounts should be budgeted to either account code 0720 or 0740, or a combination of the two. (Please also refer to the spreadsheet provided by the Dean's Office which details your special State Appropriations – this will give you the amounts to budget to the appropriate account codes.)
- Run the account code report for these two account codes and/or refer to the Budget Development Working Report to verify that all appropriation amounts have been budgeted.
- On some of the State Appropriations, the VP's Office has assessed a 5% F&A tax. This tax amount should be budgeted as a negative entry to account code 1100.
- 7.) The Santa Fe Tax that is charged to your department should be budgeted to account code 07D0. (Please budget the same amount of Santa Fe tax that you budgeted last year.) However, the reports may be rolling this number up into the "State Appropriations" category. Be aware that this may be the reason why your State Appropriations number on the Budget Planner reports is not tying to the appropriation notice letters.
 - 8.) Verify that the amount budgeted for your UNMMG revenue ties to the amount shown on the sheet provided to you by the Dean's Office which references:

"FY11 REVISED MEDICAL GROUP DISTRIBUTIONS – The number below is based on your template with the SGR impact removed....."

Either run the Account Code Report for accounts 0380 or 0390 or look at the Budget Development Working Report to verify that the amount budgeted agrees with this UNMMG amount.

9.) Adequate amounts of fringe need to be budgeted by each department. This amount will vary by department depending on the method chosen to calculate fringe. When the Dean's Office reviews the total amount of fringe budgeted by a department, they are checking to make sure that there is not either a significantly low rate of fringe budgeted OR a significantly high rate of fringe budgeted.

Please remember that when you review this number, salaries paid from non-self-supporting I&G indices will not have fringe budgeted, as this amount of fringe is taken care of by the Fringe Pool Indices in the VP's Office.

10.) F&A revenue should be budgeted to account code 1601, and should be based on your FY09 distribution amount.

11.) In a sheet provided to you by the Dean's Office, there is a reference to the amount of carryforward that you will be able to budget. In some departments, this is shown as a negative operating margin amount; in other departments it is shown as "Use of fund balance". Please insure that your total 1901 amount budgeted to all of your indices does not exceed these numbers provided to you. You can verify your 1901 budgets by running the account code detail report for account 1901. (Please also remember that when you budget to account 1901 on an index for FY11, you must have a reasonable expectation that the index will actually have that much remaining in it at the end of this fiscal year (FY10).)

BUDGET REVIEW INSTRUCTIONS CHECKLIST

1. All indices must net to zero – Revenue budgets (including 1901) must equal Expenditure budgets.
2. Budgets must be in whole dollars – no cents!
3. No negative expenditure account budgets. 80SA can have small negative balances due to rounding.
4. Deans Allocations to departments should tie to your Dept Report of Allocations. Budgets should be to either 0340 (allocation numbers beginning with "UNMH-") or 1610 (all other allocations).
5. I&G budgets should tie to department's I&G allocation sheet. Budgets should be to account 1640.
6. State Appropriations should tie to Appropriation notifications and should be budgeted to either account 0720 or 0740. Any VP's F&A tax on these appropriations should be budgeted to account 1100.
7. Santa Fe tax should be budgeted to account 07D0.
8. UNMMG revenue should tie to sheet provided by Dean's Office and should be budgeted to either account 0380 or 0390
9. Check to see if enough (or too much) fringe has been budgeted.
10. F&A Revenue should be budgeted to account 1601, and should be based on FY09 actual distribution.
11. Net margin should equal department's Approved Target Net Margin/Approved Use of Fund Balance.
12. Calculate appropriate 1901 amounts by index.