

## MEMORANDUM

To: Brian Jowers  
School of Medicine

From: Leslie Brunelli  
Budget Director

Date: April 6, 2006

Subject: FY2007 Budget Reports Board of Trustees

As in prior years, in early June 2006 the Budget Office will send each Board of Trustees member a budget document book that provides the following information for your campus. The budget document book serves as a reference tool for each member as they review and approve our funding requests for the new year.

Unrestricted Current Fund Resources and Uses:

- FY 2005 Actual Unrestricted Current Funds Summary by Fund Group
- FY 2006 Projected Unrestricted Current Funds Summary by Fund Group
- FY 2007 Proposed Unrestricted Current Funds Summary by Fund Group

Restricted Funds Resources and Uses:

- Statement of Restricted Funds Resources and Uses for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed

Automated Master Summaries:

- Statement of Current Unrestricted Fund Resources and Uses for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed
- Statement of Total Current Fund Resources and Uses for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed

We request your assistance in preparing these summaries. Attached with this memorandum are written instructions and an Excel workbook that contains separate worksheets for each of the items shown above. I have also attached last year's capsule of college data worksheet and request that you also review and update it. I will provide the "Summary of State Appropriations Worksheet" after the Senate Finance committee releases the appropriations bill. **The completed worksheets must be returned by Monday, May 1, 2006.** This due date will ensure that we have sufficient time to complete and mail the budget document book to individual board members before their June meeting.

Should you have any questions or need additional clarification, please contact me at 803-777-1967 or by email.