



Budget Office
Business and Finance

To: Business Managers
From: Leslie Brunelli, Budget Director
Subject: FY2007 Fall & Spring 'A' Fund Budget Review
Date: July 1, 2006

The Budget Office conducts a Spring and Fall review of budget compared to actual resources and uses. The goal of this exercise is to identify and address potential spending deficit issues and to recognize resources not currently budgeted. The review is based on your unit's general ledger account balances as of October 31, 2006 for the Fall Review and February 28, 2007 for the Spring Review.

For the academic units, tuition revenue is not yet booked to your account and will not be until the semester concludes. Fees are amounts received by your unit as of the above dates.

Units are encouraged to use the Datawarehouse revenue reports to verify the status of their tuition earnings. All general ledger numbers can be verified by the Datawarehouse, the Accounting Services Intranet or the Access General Ledger.

The Budget Office creates unit level budget summaries in Excel for your use. The summary provides the following information for each unit's "A" Fund budgets:

- Unit Number and Name,
- FY2007 Budgets for Resources and Uses as posted 10/31/2006 and 2/28/2007,
- Actuals YTD 10/31/2006 and 2/28/2007,
- Actuals Shown as a Percentage (%) of Budget,
- Actuals YTD 10/31/2006 and 2/28/2007, and
- Comparison of Current Year's Actuals to Last Year's Actuals Shown as a Dollar and Percentage (%) Variance.

The summary breaks out the resources and uses at the summary level. Your budget analyst reviews this information and enters their comments and concerns in the space provided on the summary. We request that you also review the information and provide your observations in the "Unit Contact" section of the summary. Once returned, the Budget Office will then complete its review and report the outcomes to the administration.