

MEMORANDUM

To: Business Managers,
Selected Columbia Auxiliary Units

From: Leslie Brunelli
Budget Director

Date: April 6, 2007

Subject: 2008 Budget Reports Needed for Board of Trustee Presentation

In early June 2007 the Budget Office will send each Board of Trustee member a budget document book that provides general information about Columbia campus auxiliary operations. The budget document book serves as a reference tool for each member as they review and approve our funding requests for the new-year. As in prior years, we request your assistance in preparing these documents.

Attached with this memorandum is an Excel workbook that contains the Board of Trustee worksheets for your unit. The Budget Office has completed the FY 2006 column of these reports using final 2005-2006 general ledger data. To assist you in reviewing and to ensure consistency in reporting, we have included a data source column that details how we grouped object codes within a subprogram or a single department/fund account or a group of department/fund accounts to arrive at the individual revenue, expenditure, or transfer lines shown on the report. We recommend that you use these same groupings to complete the 2007 & 2008 columns. This year we will be including preliminary data for FY 2009 and ask that you provide information for the additional year. Please review the FY 2006 data for accuracy.

The House of Representatives budget includes a three percent pay increase and we recommend that you build this into your budget. You will also need to increase your fringe to cover the .5% increase in the employer contribution for retirement effective 7/1/2007. In addition, to cover the Other Post-Employee Benefits increase as required by GASB, the state may increase the employer contribution for the retirement system by another 1%. This legislation passed as a Part II addition to the House budget. As in prior years, you may anticipate a fringe benefit increase for health insurance in January 2008, but at this time we do not have any guidance on the amount.

These worksheets must be completed and emailed to the Budget Office by Tuesday, May 1, 2007. 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 Ralph Summer at 7-2999 or by email at summerr@gwm.sc.edu.

The FY 2008 line item budgets for Resources and Uses will be loaded to the general ledger in July 2007. If you want your detail line item budget on the general ledger, a budget transfer document is due to the budget office by July 9, 2007.