

MEMORANDUM

To: Brian Jowers
School of Medicine

CC: Mike McQuillan

From: Leslie Brunelli
Budget Director

Date: April 6, 2007

Subject: FY2008 Budget Reports Board of Trustees

As in prior years, in early June 2007 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. This year, as we discussed in the fall, I am requesting that you provide information for the FY2009 year in addition to next fiscal year.

Unrestricted Current Fund Resources and Uses:

- FY 2006 Actual Unrestricted Current Funds Summary by Fund Group
- FY 2007 Projected Unrestricted Current Funds Summary by Fund Group
- FY 2008 Proposed Unrestricted Current Funds Summary by Fund Group
- FY 2009 Preliminary Unrestricted Current Funds Summary by Fund Group

Restricted Funds Resources and Uses:

- Statement of Restricted Funds Resources and Uses for FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY 2009 Preliminary

Automated Master Summaries:

- Statement of Current Unrestricted Fund Resources and Uses FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY 2009 Preliminary
- Statement of Total Current Fund Resources and Uses for FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY 2009 Preliminary

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 will provide the "Summary of State Appropriations Worksheet" after the Senate Finance committee releases the appropriations bill. **The completed worksheets must be returned by Friday, May 4, 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 8 meeting.

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