

BUDGET PROCESS OVERVIEW

Budgets (approved by Board of Trustees) comprise of four line items:

Revenue

- Tuition & Fees, Sales & Services, etc.
- Scholarships (55100)
- Match scholarships (55190)
- Fellowships (55200)
- Graduate Asst. tuition (55300)

Capital & Financing Activities

- Debt service principal
- Capital equipment
- Transfers to capital planning reserves or to the plant fund for the acquisition of real property, construction and certain major maintenance projects.

Personnel

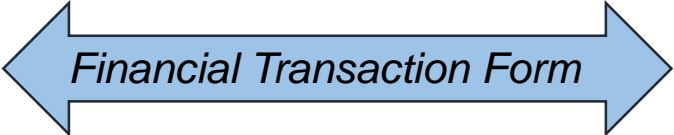
- Employee salaries, wages & benefits (50000-54999)

All Other

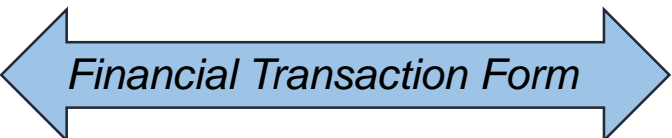
- Fuel & Electricity
- Supplies & Services
- Shared Services
- Interdepartmentals
- Travel
- Memberships/contributions
- Maintenance & alterations
- Library acquisitions
- Interest expense
- Depreciation
- Transfers (excluding capital transfers & transfers from unrestricted net position)

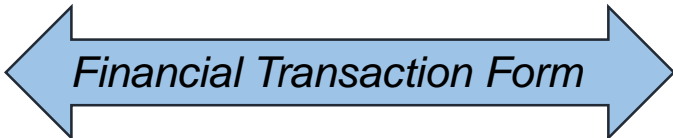
BUDGET ORDERS

When Not to use a Budget Order Form

Revenue  Revenue

Personnel  Personnel

Capital & Financing Activities  Capital & Financing Activities

All Other  All Other

BUDGET ORDERS

When to use a Budget Order Form

Some examples:

Revenue ← *Budget Order Form* → Personnel

Personnel ← *Budget Order Form* → All Other

All Other ← *Budget Order Form* → Capital & Financing Activities

All Other ← *Budget Order Form* → Revenue

BUDGET ORDERS

Budget Order Form

Example: Reallocate unified fee to provide scholarship to the Schoodic experience.



Revenue (scholarship 55100)	+ \$1,500
All Other (transfer 80000)	- \$1,500
Net Reallocation	<u>0</u>

BUDGET ORDER FORM: WORKSHEET 2 FOR INTERNAL USE ONLY

UNIVERSITY OF MAINE SYSTEM
 BUDGET ORDER
 UMAINE
 E&G - FUND 00
 BO517001

Line Item Description	Transfers	Type of Change
Revenue	\$ 1,700	Decrease
Operating Expenses & Capital Investments		
Personnel (<i>compensation & benefits</i>)	\$ -	
All Other Expenses	\$ (1,700)	
Capital (<i>equipment >\$5K; xfers to plant & plant reserves; debt service principal</i>)	\$ -	
Total Operating Expenses & Capital Investments Increase (Decrease)	\$ (1,700)	Decrease
Net Change to Unrestricted Operations Before Reserve Transfers	\$ -	
Reserves		
Unrestricted Net Position (Reserves)	\$ -	
Net Change to Unrestricted Operations after Reserve Transfer	\$ -	
Explanation: Use of unified fee to provide scholarships to the Schoodic Experience.		

FINANCIAL SUMMARY

Line Type	Ledger	Line Description	Debit	Credit
R	BUDGET	Revenue	\$ 1,700	\$ -
P	BUDGET	Personnel (compensation & benefits)	\$ -	\$ -
O	BUDGET	All Other Expenses	\$ -	\$ (1,700)
C	BUDGET	Capital (<i>equipment >\$5K; xfers to plant & plant reserves; debt service principal</i>)	\$ -	\$ -
N	BUDGET	Unrestricted Net Position (Reserves)	\$ -	\$ -
		TOTAL	\$ 1,700	\$ (1,700)
R	BOTH	Revenue	\$ -	\$ -
P	BOTH	Personnel (compensation & benefits)	\$ -	\$ -
O	BOTH	All Other Expenses	\$ -	\$ -
C	BOTH	Capital (<i>equipment >\$5K; xfers to plant & plant reserves; debt service principal</i>)	\$ -	\$ -
N	BOTH	Unrestricted Net Position (Reserves)	\$ -	\$ -
		TOTAL	\$ -	\$ -