Budget Guidebook Job Aid

Introduction

The Budget Guidebook is a **supplementary resource**, meant to help Georgia Tech's unit leaders, budget officers, and their teams develop their operating budgets. The information compiled in the Guidebook includes the following:

- Detailed information on **budget policies** that units must comply with when developing and managing their budgets—both Georgia Tech policies and University System of Georgia (USG) policies
- Guidance on the annual budget development process, including **timelines and submission templates**
- **Updates on changes** to the annual budget development process and budget policies, including the new budget model
- Contact information for budget policy owners whom you can reach out to **with questions or requests for support**

Considerations

While there are many use cases for the Guidebook, below are a few common situations where this document can provide support to campus:

- Budget officers and their teams should use this Guidebook at the start of every annual budget development cycle to identify key dates in the budget development process as well as new process and policy changes introduced in that fiscal year
- Members of the finance and budget community should use the Guidebook (in conjunction with the policy library) as their first point of reference for questions on budget policies before reaching out to the Budget Office
- Teams across campus can share this Guidebook with new staff and faculty with budget responsibilities as part of the onboarding process to help them learn about the Institute's budget and planning processes and policies

Budget Guidebook Overview

The information in the Budget Guidebook is organized in the following sections:

Budget Process Overview

This section describes the purpose and audience of the Budget Guidebook and provides an overview of Georgia Tech's annual budget development process.

Update cycle: Annually

Revenues

This section provides an overview of the Institute's funding sources and uses. The types of revenues discussed in this section include:

- **General Operations**: Student tuition, state appropriations, indirect cost recoveries
- **Direct Revenues**: Fees, department sales and services, other revenues
- **Restricted Revenues**: Gifts, grants and sponsored agreements, campus services

Update Cycle: Annually

Expenses

This portion of the Budget Guidebook provides transparency into how expenses are managed at the Institute. This section details both personal (e.g., salaries and wages, fringe) and non-personal (e.g., travel, rent, utilities) expenses and distinguishes between expenses managed centrally and expenses managed at the unit-level. It also provides an overview of the policies governing Interdepartmental Sales & Services and capital expenses.

Update Cycle: Annually

Carry Forward

This section shares the Institute's policies and processes for managing year-end surplus (i.e., carry forward) funds.

Debt Service

This section provides a brief overview of how Georgia Tech works with affiliate organizations to issue debt on behalf of the Institute.

Appendix

The appendix includes detailed resources that budget owners should use to manage their budgets, Including:

- **Budget memorandum template**
  - Narrative template that units must include with their annual budget submissions
- **Budget timeline**
  - Example due dates for each milestone in the annual budget development process
- **Helpful financial reports**
  - Ten reports that might be helpful to reference when building and managing unit budgets, with instructions for accessing and running each report

Helpful Links

- [Budget Guidebook](#)
- [Budget Policy Deep Dive](#)

Be sure to visit our <u>website</u> for up-to-date information on the Budget Reform Project.