

GEORGIA INSTITUTE OF TECHNOLOGY BUDGET REQUEST INSTRUCTIONS FOR FISCAL YEAR 2011

Purpose: The principal purpose of the budget submission is to provide executive staff with the necessary information to assist them in making critical decisions about Georgia Tech's allocation of scarce resources. For Fiscal 2011 there will be a series of budget presentations that will focus not only on dollars, but also, on the utilization of resources for Georgia Tech's instruction, research, public service, student support, and administrative support activities. The presentations should focus not only on the impact of recent budget reductions, but also, on the Institute's forthcoming strategic plan.

I. Applicability: Resident Instruction Divisions

II. Key Dates (*abbreviated calendar in Attachment A; detailed calendar on Budget Office web site*)

- **March 11th through April 8th** – budget presentations by deans, vice presidents, and other division heads; all meetings in President's conference room, to include the President, Provost, and Executive Vice President (*schedule provided by President's Office*)
 - **Three Working Days Prior to Division's Scheduled Budget Presentation** – FY11 request package with all other forms and backup documents due to Budget Director Jim Kirk (jkirk@gatech.edu) and budget analyst for further distribution to executive staff (*electronic submission only*); documents to be organized in notebooks for executive staff
 - **Friday, April 23rd** – salary plans due to Budget Office (*approval by President, Provost, or Executive Vice President*)
- NOTE:** *It is expected that there will be **no** merit raises approved for Fiscal 2011. However, salary plans are still required. As a reminder, the budget submission is the basis for the payroll load for July.*
- **Friday, May 7th** – detailed Original Budget submission via Internet Budgeting Solution due

III. President's Instructions on Focus of Budget Presentations

The Fiscal 2011 budget request is to focus on four key points, per President Peterson's February 9, 2010 [memorandum](#):

1. Provide a description of the FY 2009 and FY 2010 budget reduction actions taken and the impact of those actions on your unit(s); [*See base budget analysis forms – Atts. B and C*]
2. Describe how your team has used this period of financial challenge as an opportunity to redirect and re-prioritize your efforts and resources; [*narrative submission*]
3. Outline your priorities for re-investment or growth, once the financial situation recovers; [*Form 2 to be provided to units*]
4. Provide some initial thoughts about the forthcoming strategic plan and how your unit can play a role in helping to achieve some of our "big ideas." [*narrative submission*]

IV. Checklist of Budget Forms to Be Submitted

- √ **Current Base Budget Analysis** (Fiscal 2009 and 2010) – forms to be used to address the President’s item #1:
 - Attachment B – analysis of Fiscal 2009 budget and Fiscal 2010 budget (as of December 31, 2009); to be completed by Budget Office
 - Attachment C – enumeration of actions taken in Fiscal 2009 and 2010 to cope with budget cuts and the impacts of these actions; recommended reference to key performance measures to demonstrate impact of cuts
- √ **Form 1** – Proposed Base Budget Computation for Fiscal 2011 (*form to be provided*)
 - Budget Office to furnish form for each division
 - Forms include details of changes to Fiscal 2010 Original Budget per Internet Budgeting Solution as of 2/18/10
 - Units to check changes to Original Budget in Columns B, C, and D for accuracy
 - Columns F through I to be completed at later date
- √ **Form 2** – Requests for New General Operations Funds for Fiscal 2011 (*form to be provided*)
NOTE: *It is expected that there will not be significant resources available for funding new initiatives in Fiscal 2011. Per the President’s instructions (item 3), you may provide a list of requests, which should only include items pre-committed by the President, Provost, or Executive Vice-President or items considered by the division head to be “must pays.”*
 - New funding items requested for Fiscal 2011 in priority order for the division
 - Asterisk (*) notation for any new items for next year tentatively approved by President, Provost, or Executive Vice President
 - Brief narrative or other appropriate support for requests listed in Form 2
- √ **Forms 3a** (colleges) and **3b** (administrative & other units) – Key Performance Measures and Personnel (*form to be provided*)
 - Form 3a – actual data provided for colleges by Budget Office and Office Institutional Research & Planning; Optional – colleges prepare projections for future years
 - Form 3b – Optional – non-academic units present key performance measures – previous years’ actual and projected performance for Fiscal 2010 and 2011

Attachments:

- A.** Fiscal 2011 Internal Budget Calendar – key dates for campus unit
- B.** Base Budget Analysis prepared by Budget Office
- C.** Fiscal 2009 and 2010 Budget Reduction Actions

Other Forms to Be Provided to Divisions:

- **Form 1:** Base Budget Computation – General Operations Funding
- **Form 2:** Requests for New General Operations Funding
- **Forms 3a** (colleges) and **3b:** Key Performance Measures and Personnel

NOTE: Electronic copies of forms will be made available to all division budget directors. Blank electronic forms are found at this web site: <http://www.budgets.gatech.edu/Welcome/LocBudInfo.html>.

Attachment A

GEORGIA TECH BUDGET CALENDAR - FISCAL 2011		
Key Dates for Campus Units		
When	Who	What
February 9, 2010	President	- Budget Process Guidelines Issued
February 17, 2010	Budget Office	- Budget plan instructions for Fiscal 2011 issued
March 8, 2010	Campus Units	- Submission of budget plans and requests
March 11 - April 8, 2010	Deans and Other Division Heads	- Budget presentations to President, Provost, Executive VP
April 16, 2010	Budget Office	- Preliminary base budget allocations to units
April 6-10, 2010	Budget Office	- Internet Budgeting Solution (IBS) open to campus
	Budget Office	- Detailed budget instructions to campus units
	Budget Office	- Salary plan forms created and provided to campus units
April 23, 2010	Campus Units	- Salary plans due from units
May 3, 2010	Provost & Exec. VP	- Approval of salary plans
May 7, 2010	Campus Units	- Detailed budgets due from campus units
May 14, 2010	Executive Staff	- Final allocation decisions
July 1, 2010		- Beginning of Fiscal 2011

Attachment B
(prepared by Budget Office)

Base Budget Data Fiscal 2009 and 2010 *Source: Budget Office, SPD*

Note: Form to be completed by Budget Office with FY10 data through December 2009. To be updated through February at a later date. December data does not include furlough reductions for furlough days taken before January 1, 2010.

Division

	Fiscal 2009		Fiscal 2010 (through December)		
	Year-End Amended Budget	Actual Year-End Exps/Encumbs	Amended Budget	Expends/ Encumbs YTD	Balance YTD
General Operations					
Personal Services					
Permanent Filled Positions - Budget					
Permanent Filled Positions - FTE's					
Permanent Vacant Positions					
Group Positions					
Total Personal Services	-	-	-	-	-
Non-Personal Services					
Travel					
Oper Supplies & Expense					
Equipment					
Total Non-Personal Services	-	-	-	-	-
Total General Operations	-	-	-	-	-

Fiscal 2009 Budget Reductions *Source: Budget Office*

	General Oprns - Permanent	General Oprns - One-Time
FY2009 Budget Reductions		

Departmental Sales & Services *Source: Budget Office*

	Fiscal 2009 Year-End			
	Budget	Total Revenue	Total Commitments	Net Income
DSS - Budget, Actual Revenue & C'ments				

	Fiscal 2009 Actual		Fiscal 2010 Actual (Current)	
	DSS Expended	% of Total	DSS Expended	% of Total
DSS - Expense Distribution				
Personal Services				
Non-Personal Services				
Travel				
Oper Supplies & Expense				
Equipment				
Total Non-Personal Services				
Total DSS Distributed (Commitments)	-		-	

Attachment C

Recap of Fiscal 2009 and 2010 Reduction Actions			
Division			
Instructions (additional lines may be added as necessary):			
<p>Fiscal 2009: Briefly describe actions taken in Fiscal 2009 to meet budget reductions. Indicate which actions were permanent (P) versus temporary (T, or one-time actions for FY09 only), the dollar impact of each action, and, where appropriate, the number of FTE's reduced. The total should equal the amount of cuts indicated in the table below. In describing impacts of cuts, refer to performance measures where appropriate.</p> <p>Fiscal 2010: Complete the second table for Fiscal 2010 budget actions. Include actions planned and those already completed.</p>			
Fiscal 2009 Reduction Actions			
Fiscal 2009 Original Budget (Gen Oper)			
Fiscal 2009 Permanent Budget Cuts	-	#DIV/0!	
Fiscal 2009 One-Time Budget Cuts	-	#DIV/0!	
Total Fiscal 2009 Budget Cuts	-	#DIV/0!	
Fiscal 2010 Reduction Actions			
Fiscal 2010 Original Budget (Gen Oper)			
Total Fiscal 2010 Permanent Budget Cuts		#DIV/0!	
Fiscal 2009 Reduction Actions			
Reduction Actions Taken in FY09	FTE's Reduced	Perm. (P) or Temp. (T)	Reduction Amount
1			
2			
3			
4			
5			
6			
Total Fiscal 2009 Reduction Actions		0.0	\$0
<i>check total</i>			-
Fiscal 2010 Reduction Actions			
Fiscal 2010 Reduction Actions			
Fiscal 2010 Original Budget (Gen Oper)			
Total Fiscal 2010 Permanent Budget Cuts		#DIV/0!	
Fiscal 2010 Reduction Actions			
Reduction Actions Taken or to Be Taken in FY10	FTE's Reduced	Perm. (P) or Temp. (T)	Reduction Amount
1			
2			
3			
4			
5			
6			
Total Fiscal 2009 Reduction Actions		0.0	\$0
<i>check total</i>			-