

Instructions for Self-Support Units and Self-Support Tracking Sheets

UMCP FY 2020 Projections and FY 2021 Working Budget

Development for Self-Support Units

This process incorporates an estimate of current year (FY 2020) operating results, the development of next year's budget (FY 2021) and approval of FY 2021 fee increases not previously approved by the University. Your submission should include an executive summary and other narratives as necessary explaining significant aspects of your budget or program. The attachments for this process will be sent out in supplemental instructions.

FY 2020 CURRENT YEAR PROJECTIONS

Each unit is requested to provide a projection of current year financial operations. For this year, in particular, it is important for the Budget Office to understand units' projected expenses vs revenue.

Units that have budgeted facilities renewal and have not yet expended these funds should transfer the remaining balance into plant fund accounts by fiscal year end. This will serve to reserve these funds for your eventual capital expense.

FY 2021 WORKING BUDGET

The salary setting and budgeting guidelines in the main instructions also apply to self-support units. The additional instructions, specific to self-support, are:

A. New Positions:

Please contact the Budget Office if you need additional FTEs.

B. Administrative Overhead:

Administrative Overhead for FY 2021 should be budgeted at FY20 actuals. Adjustments can be made for significant budget changes from FY20 to FY21. A more detailed review will occur when we have more definitive guidance from USM.

The administrative overhead amount is reflected as a non-mandatory transfer in object code 9934.

C. On the tracking sheets, the following costs will be included in future year budgets:

- Fuel and Utilities
- Contractual Services

- Insurance
- Capital Improvements

D. Information Technology:

Self- Support and Auxiliary data rates contact DIT directly.

F. Revenue Guidelines:

Major revenue - Units should provide a supporting schedule to provide detail for significant changes in FY 2021 Working Budget revenue. Changes in the FY 2021 fees charged for goods and services that have not been approved by the University should be noted in your attached documentation explaining the reasons for the changes.

FY 2021 Headcount Chart (Revenue Based)

The original FY 2021 head counts are shown below.

	Original FY 2020 Headcount	Working Budget FY 2021 Headcount	Difference
<u>Undergraduate</u>			
Full-Time	26,857	26,857	0
Part-Time	1,129	1,129	0
Sub-Total U/G	27,986	27,986	0
<u>Graduate</u>			
Full-Time	2,460	2,460	0
Part-Time	5,330	5,330	0
Sub-Total Grad	7,790	7,790	0
Total	35,776	35,776	0

Please contact Erica Farrish in the University Budget Office if you have any questions.