

BUDGET BUILDING GUIDELINES FOR INCOME/EXPENSE ACTIVITIES

Rate Calculations

Only those income/expense activities that charge grants or have annual budgets greater than \$100k must submit a rate calculation electronically (Excel with formulas included) to FAB no later than **Tuesday, April 12th**.

Activity managers are encouraged to submit rate calculations as soon as complete. This will allow time for review, addressing issues, and approval prior to submitting the activity's FY2023 budget through Aviom.

Certification

All finance managers with Income/Expense activities must sign and return the Certification attesting to accuracy of the existing MOU and rate calculation.

Line Item Budgeting

Each income/expense activity must budget projected annual revenue equal to projected annual expenses in Aviom. Budget in whole dollars only - no cents.

Revenue Function Codes

Auxiliaries (103) Used when recording revenues generated in connection with the University's auxiliary enterprises, including Res Life, etc.

Sales & Services of Educational Activities (107) Used for revenue associated with Sales and Service of educational activities. Examples include revenue generated through sponsorship of conferences, sales of Conference & Event services, etc.

Other Revenue (109) Used when recording all operating revenue not identified as tuition and fees, auxiliary, government grants and contracts, athletics fees, or sales and service.

Revenue Account Codes

General University/ESupport (E1890) - A portion of the revenue generated may be budgeted as a subsidy from a specific General University budget, not by the Dept/Dean/VP level. If you have been notified that a portion of your activity revenue will be subsidized in this fashion, the agreed upon amount is to be budgeted in this account.

Unit/Department Support (E1870) - A portion of the revenue generated may be budgeted as a subsidy from a specific unit.

Use of Prior Year Fund Balance (E1819) - If a positive fund balance from the prior year(s) exists, one may budget a portion of the balance as a source of revenue thus reducing the amount charged to users or subsidy required.

Expense Account Codes

Salaries and Wages (Multiple) - Budget and charge to the appropriate E level.

Benefits on Salaries/Wages (Multiple) - UVM Regular (E5991); UVM Medical (E5996); UVM Civil Service (E5992); Grad Students (E5998); Taxable Students (E5995); Temp (E5994); Post Doc Associates (E5998); Post Doc Fellows (E5997)

Operating (Multiple) - Budget and charge to the appropriate E level.

Equipment Cost Transfer (E8100) - Budget using this e level for transfers to an equipment reserve. An equipment schedule must be included with the budget materials submitted with the rate calculation and a **heq1addul**