

# Austin Peay State University

## How to Submit a Budget Request

### September 2023

### The Budget Request File

The budget request file is an Excel workbook with two worksheets, Historical and Request, and is sent to the SLT member from the Budget Office by email. The SLT member will distribute the files to appropriate user.

### What is the Historical Budget Worksheet?

The historical worksheet shows:

1. Three years of budget and actuals
  - a. Budget represents the funds allocated to the department.
  - b. Actuals represents what was spent.
  - c. Difference represents what was under or over spent.
2. Current fiscal year estimated budget
3. Next fiscal year requested budget
4. Increase or decrease to the next year budget

This is further broken out by expense category:

1. Salaries (Permanent Positions - faculty and staff)
2. Other Wages (Non-Permanent Positions - students, graduate assistants, temporary help, and extra compensation)
3. Benefits
4. Travel
5. Operating
6. Equipment
7. Scholarship
8. Transfers

### Worksheet Example:

Budget Office												
	FY21 Budget	FY21 Actuals	FY21 Difference	FY22 Budget	FY22 Actuals	FY22 Difference	FY23 Budget	FY23 Actuals	FY23 Difference	FY24 Estimated Budget	FY25 Requested Budget	Budget Inc/(Dec)
Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Expenses												
Salaries	177,701.00	186,898.37	(9,197.37)	154,501.00	158,757.64	(4,256.64)	132,150.00	130,936.36	1,213.64	94,950.00	94,950.00	-
Other Wages	5,100.00	50,389.00	(45,289.00)	3,700.00	4,400.00	(700.00)	-	-	-	-	-	-
Benefits	54,700.00	68,615.32	(13,915.32)	66,700.00	66,746.86	(46.86)	66,700.00	46,283.50	20,416.50	54,000.00	54,000.00	-
Travel	-	-	-	2,000.00	-	2,000.00	2,000.00	-	2,000.00	1,000.00	4,000.00	3,000.00
Operating	2,000.00	503.89	1,496.11	2,000.00	406.88	1,593.12	2,000.00	404.51	1,595.49	2,000.00	5,000.00	3,000.00
Equipment	-	-	-	-	-	-	-	-	-	-	-	-
Scholarship	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>239,501.00</b>	<b>306,406.58</b>	<b>(66,905.58)</b>	<b>228,901.00</b>	<b>230,311.38</b>	<b>(1,410.38)</b>	<b>202,850.00</b>	<b>177,624.37</b>	<b>25,225.63</b>	<b>151,950.00</b>	<b>157,950.00</b>	<b>6,000.00</b>

## What is the Budget Request Worksheet?

The request worksheet has the following columns:

1. Number of Request
2. Department Organization Code
3. Department Name
4. Amount of Requested Increase
5. Recurring or One-Time Change
6. Mandatory or Non-Mandatory
7. Category of Request – Salary, Other Wages, Operating, Travel, Equipment, Scholarship, and Transfer
8. Link to Strategic Planning Pillar
9. Supervisor Approval
10. SLT Member Approval

Worksheet Example:

Amount Requested		6,000.00	The amount agrees to Budget Incl(Dec) total. No revision required.				Amount Approved		5,000.00	2,000.00
Org Code	Department	Amount	Recurring or One-Time Change	Mandatory or Non-Mandatory	Category of Request	Link to Strategic Planning Pillar *Only for Non-Mandatory*	Description and Justification of Request	Supervisor Approval	SLT Member Approval	
1	31010 Budget Office	2,000.00	Recurring	Mandatory	Operating		Contractual Increase for ABC Software	Yes	Yes	
2	31010 Budget Office	1,000.00	One-Time	Non-Mandatory	Operating	Employee Experience	Replace dated signage for Budget Office	No	No	
3	31010 Budget Office	3,000.00	One-Time	Non-Mandatory	Travel	Employee Experience	Attend conference to gain CPE, discuss latest issues and topics, and develop relationships with peers at other institutions.	Yes	No	

# How to Complete a Budget Request

## Requestors - Completing the Budget Request File

Requestors will receive the files from the SLT member. The file will be sent back to the Budget Office from the requestor.

### Historical Worksheet

1. The file will be pre-populated with historical and current year information.
2. The user will complete the Requested Budget column.
  - a. If there no changes, then the user will enter what is in the current year.
3. If there are changes, then the Budget Inc/(Dec) column will calculate the amount of change.
4. The total amount of change must agree to the total requested on the Request worksheet.
  - a. A message will appear on the Request worksheet to notify the user if the amount agree or do not agree.

Budget Office												
	FY21 Budget	FY21 Actuals	FY21 Difference	FY22 Budget	FY22 Actuals	FY22 Difference	FY23 Budget	FY23 Actuals	FY23 Difference	FY24 Estimated Budget	FY25 Requested Budget	Budget Inc/(Dec)
Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Expenses												
Salaries	177,701.00	186,898.37	(9,197.37)	154,501.00	158,757.64	(4,256.64)	132,150.00	130,936.36	1,213.64	94,950.00	94,950.00	-
Other Wages	5,100.00	50,389.00	(45,289.00)	3,700.00	4,400.00	(700.00)	-	-	-	-	-	-
Benefits	54,700.00	68,615.32	(13,915.32)	66,700.00	66,746.86	(46.86)	66,700.00	46,283.50	20,416.50	54,000.00	54,000.00	-
Travel	-	-	-	2,000.00	-	2,000.00	2,000.00	-	2,000.00	1,000.00	4,000.00	3,000.00
Operating Equipment	2,000.00	503.89	1,496.11	2,000.00	406.88	1,593.12	2,000.00	404.51	1,595.49	2,000.00	5,000.00	3,000.00
Scholarship	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>239,501.00</b>	<b>306,406.58</b>	<b>(66,905.58)</b>	<b>228,901.00</b>	<b>230,311.38</b>	<b>(1,410.38)</b>	<b>202,850.00</b>	<b>177,624.37</b>	<b>25,225.63</b>	<b>151,950.00</b>	<b>157,950.00</b>	<b>6,000.00</b>

Enter Next Year's Budget Here

Org Code	Department	Amount	One-Time Change	Recurring	Non-Mandatory	Operating	Employee Experience	Des	
<b>Amount Requested</b>		<b>6,000.00</b>	<b>The amount agrees to Budget Inc/(Dec) total. No revision required.</b>						
1	31010 Budget Office	2,000.00	Recurring					Cont	
2	31010 Budget Office	1,000.00	One-Time	Non-Mandatory	Operating	Employee Experience	Repl:		
3	31010 Budget Office	3,000.00	One-Time	Non-Mandatory	Travel	Employee Experience	Atter with p		

The amount agrees to Budget Inc/(Dec) total. No revision required.

Message showing amount agrees to the Bud Inc/(Dec) total on the Historical Tab

Amount Requested		4,500.00	The amount does not agree to Budget Inc/(Dec) total. Please revise accordingly.				
Org Code	Department	Amount	Recurring or One-Time Change	Mandatory or Non-Mandatory	Category of Request	Link to Strategic Planning Pillar *Only for Non-Mandatory*	Description and Justification of Request
31010	Budget Office	500.00	Recurring				
31010	Budget Office	1,000.00	One-Time	Non-Mandatory	Operating	Employee Experience	Replace dated signage for Budget Office
31010	Budget Office	3,000.00	One-Time	Non-Mandatory	Travel	Employee Experience	Attend conference to gain CPE, discuss latest issues and topics, and develop relationships with peers at other institutions.

Message showing amount does not agree to the Bud Inc/(Dec) total on the Historical Tab

**Request Worksheet**

1. The file will be pre-populated with the request number, org code, and department name.
2. The user will complete the columns for Amount, Recurring or One-Time Change, Mandatory or Non-Mandatory, Category of Request, Link to Strategic Planning Pillar, and Description and Justification of Request.
3. If the request is Mandatory, then it is not required to complete the Strategic Planning Pillar column.
4. If there are no budget changes, then the user does not have to complete this worksheet.
5. The total amount requested must agree to the total amount of change on the Historical worksheet.

Amount Requested		6,000.00	The amount agrees to Budget Inc/(Dec) total. No revision required.					Amount Approved		5,000.00	2,000.00
Org Code	Department	Amount	Recurring or One-Time Change	Mandatory or Non-Mandatory	Category of Request	Link to Strategic Planning Pillar *Only for Non-Mandatory*	Description and Justification of Request	Supervisor Approval	SLT Member Approval		
1	31010 Budget Office	2,000.00	Recurring	Mandatory	Operating		Contractual Increase for ABC Software	Yes	Yes		
2	31010 Budget Office	1,000.00	One-Time	Non-Mandatory	Operating	Employee Experience	Replace dated signage for Budget Office	No	No		
3	31010 Budget Office	3,000.00	One-Time	Non-Mandatory	Travel	Employee Experience	Attend conference to gain CPE, discuss latest issues and topics, and develop relationships with peers at other institutions.	Yes	No		

Fill Budget Request Information Here

## Approvers - Completing the Budget Request File

Approvers will receive the files from the SLT member to review and approve the budget requests. The file will be sent back to the Budget Office from the approver.

## Historical Worksheet

Approvers will not have to do anything on this worksheet. This is informational only.

## Request Worksheet

1. Approvers will review the budget requests on the Request worksheet.
2. If approved, the user will use the drop down under the Approval column to select Yes.
3. If not approved, the user will select No.
4. SLT Member will use to the SLT Member Approval column to make their selection.
5. All other approvers will use the Supervisor Approval column to make their selection.
6. While a supervisor may approve a request, the SLT Member may not. And vice versa.

Amount Requested	6,000.00	The amount agrees to Budget Inc/(Dec) total. No revision required.					Amount Approved	5,000.00	2,000.00
Org Code	Department	Amount	Recurring or One-Time Change	Mandatory or Non-Mandatory	Category of Request	Link to Strategic Planning Pillar *Only for Non-Mandatory*	Description and Justification of Request	Supervisor Approval	SLT Member Approval
1	31010 Budget Office	2,000.00	Recurring	Mandatory	Operating		Contractual Increase for ABC Software	Yes	Yes
2	31010 Budget Office	1,000.00	One-Time	Non-Mandatory				No	No
3	31010 Budget Office	3,000.00	One-Time	Non-Mandatory	Travel	Employee Experience	Attend conference to gain CPE, discuss latest issues and topics, and develop relationships with peers at other institutions.	Yes	No