Print Guidelines

UNIVERSITY OF NORTH CAROLINA
SCHOOL *of the* ARTS

Budget Request Form

Guidelines

University of North Carolina School of the Arts

STEP 1: Enter your FUND NUMBER

Use one worksheet per fund. If you have two funds, use two worksheets, etc.

STEP 2: Budget for your estimated RECEIPTS

Refer to your current FY receipt amounts and account numbers located within Banner Self Service. Consider any new projects, fee increases or other anticipated revenue to determine your new fiscal year revenue budget. Some common account numbers are listed below. Choose the account numbers that you anticipate to receive revenue.

Please refer http://www.uncsa.edu/administration/BannerFinance.htm for further detailed Account information. Budget in whole dollars only.

STEP 3: Budget for your EXPENSES

Expenses (specified by fund) for the current fiscal year are reported through Banner Self Service within the Year To Date column. These expenses are a good foundation in which to build your new fiscal year budget. When budgeting for labor please take into account all benefits associated for each employee.

Rates are as follows:
Social Security 7.65%
State Retirement 10.51%
Optional Retirement 12.26%
Law Enforcement Retirement 15.51%
Medical Insurance $4,952 annual

Your budgeted expenses must be equal to your estimated revenues. Most commonly used account numbers are listed on the form. Less commonly used account numbers are listed below. Remember, you will budget non-salaried items by the account pool. For example, 72600 Office Supplies will fall under 72000P.

Please refer http://www.uncsa.edu/administration/BannerFinance.htm for further detailed Account information. Budget in whole dollars only.

STEP 4: Provide a Purpose for the Request.

STEP 5: Sign and date the form, then submit to budgetofficeforms@uncsa.edu.

Remember to balance receipts to expenses and budget in whole dollars only.
Any form that is completed incorrectly will be returned.

COMMON RECEIPT ACCOUNT INFORMATION					
501190	Res-Enrollment Growth Increase	502210	State C&G Non-Exchange	507240	Interest Income Coll-Perkins
501290	Tuition/Fee-Scholarship Allowance	502250	Out of State Grants	507310	Rental of Equipment
501300	Extension Instruction Fee	502280	State Aid-COPS	507700	Returned Check Fee
501410	Summer School App Fee	502290	State Aid-Bond Proceeds	507900	Miscellaneous Income-Other
501800	Indebtedness Fee	502410	Federal Contracts & Grants-Exchange	507920	Fines-Post 12/14/01
501950	Tuition/Fees-Bad Debt	502430	Federal C&G ACA-Exchange	508998	Special Items-Loss
501960	High School Text Book Rental	502510	Local Contracts and Grants	508999	Extraordinary Items-Loss
501980	Late Registration Fee	502710	Add to Permanent Endowments	509100	Reimburse Employee on Loan
501990	Deferred Revenue Change	502760	Capital Gifts (Cash)	509300	Imprest/Petty Cash Re-Deposit
501160	Resident Tuition Surcharge	502910	Endowment Income	509400	Change in Receivables
501210	Nonresident Tuition	502920	Endowment Income Distribution	509520	Plant Fund Additions
501220	Nonres Spec Tal Wav	503200	Physical Plant Rev	509900	Other Non Revenue
501230	Nonresident Grad Asst Waiver	503900	Other Supporting Revenue	509910	Interest Income Cancelled
501240	Nonresident Staff Waivers	503950	Transportation Fee	509920	Interest Income Assign-DOE
501250	Nonresident Military Waivers	503960	Wellness Fee	509930	Late Fees Assign-DOE
501260	Nonresident Tuition Surcharge	503970	Mail Center Fee	509940	Retirement of Indebtedness
501400	Application Fees	503980	One Card Fee	509950	Realized Gain Sale of Investments
501400	Application Fees	504010	Vending Sales	509960	Unrealized Gain Sale of Investments
501600	Health Service Fees	504520	Damage Receipts	509970	Proceeds of Refunding Debt
501700	Activity Fees	504900	Sales Tax Collected	509980	Special Items-Gains
501850	Educational-Tech Fee	504970	Sales/Services-Scholarship Allow	509990	Extraordinary Items-Gains
501900	Special Fees	504980	Sales/Services-Bad Debt Offset	587000	Accounts Receivable Write-Off
502700	Noncapital Gifts	504990	Aux Deferred Rev Change	589520	Plant Fund Deduction
502750	Capital Gifts (Noncash)	507200	Investment Income-STIF	501110	Resident Tuition
504000	Sales and Service Revenue	507210	Investment Income-NonSTIF	501120	Resident Staff Waivers
502100	State Appropriations	507210	Investment Income-NonSTIF	501130	Resident Elderly Waivers

COMMON EXPENSE ACCOUNT INFORMATION					
611100	EPA Adm Reg Sal, Ap	614200	Nonstop Overtime Pay	882100	Overhead Transfer to GA
612090	SPA LEO Salary	614600	Student Overtime Pay	882200	Nonrecurring Transfer
612100	SPA Reg Salary	615100	Imp Suggestion Awards	882300	Continuing Transfers
612300	SPA Shift Prem Pay	615500	Unemployment Comp	882980	CI Reversion To General Fund
612330	SPA Other Prem Pay	615630	Workers Comp Temp Disability	808400	Y/E Carry forward 16092
612550	SPA Grievance Settlement	615650	Workers Comp Part Disability	808410	Non-Mandatory Trans-All Funds
613100	EPA Academic Salary	615670	Worker Comp Death Benefit	808710	Mandatory Transfers-All Funds
614100	Non Student Reg Wages	615910	Educe Asst Pgm-Taxabl	808900	Inter-Inst Transfers
614500	Student Regular Wage	615990	Change In Accrued Vacation	809210	Ret Approp-Bud Flex
615610	Work Comp-Med Benefits	618100	Social Security	882900	Other Inter-Institutional Transfer
615800	Disability Benefits-Short Term	618200	State Retirement	882970	DCAP Trf to OSC
615840	Disability Benefits-Ext Short Term	618300	Medical Insurance	883390	Reserve-Dance Recital/Rehearsal
618700	Optional Retirement Plan	618600	Workers Comp Premium	883400	Reserve-South Main St.
611400	EPA Employee On Loan	618800	Law Officer Retirement	883410	Reserve-Sunnyside
61210P	SPA Salary Budget Pool	618900	Staff Benefits Res	883440	Reserve-New Library
612200	SPA Overtime Payment	881400	Debt Service Transfer	883650	Debt Service Transfer
612310	SPA Holiday Premium Pay	881400	Debt Service Tfr	883660	Reserve for Hurricane Reversion
612400	SPA Employee On Loan	881500	Work-Study Transfers	883820	Reserve Enrollment Growth
612500	SPA Severance Wages	881600	Loan Program Tfr	884000	Y/E Carry forward 16092
612700	SPA Longevity Pay	881700	Other Financial Aid Transfer	884400	Non-Mand Transfer to Other Funds
613400	EPA Teachers On Loan	881910	Trf Appropriation Budget Flex	884500	Transfer to Other Funds
613500	EPA Teach Severance Wages	881920	Tfr Appropriation Deferred Oblig	884500	Trans to Other Funds