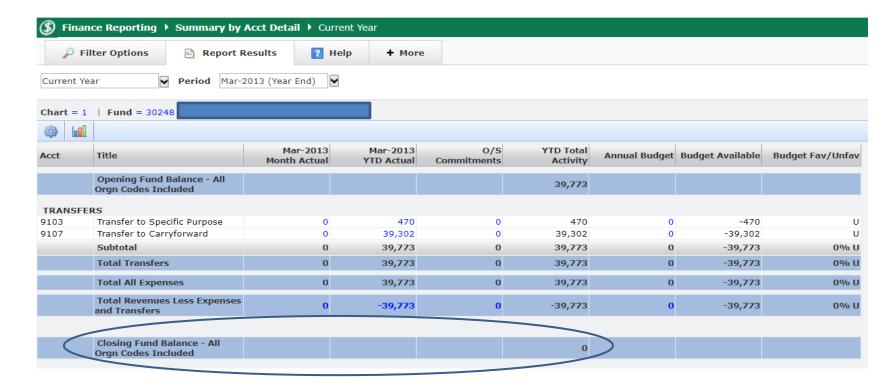
How do I know how much is in my annual budget?

NOTE:

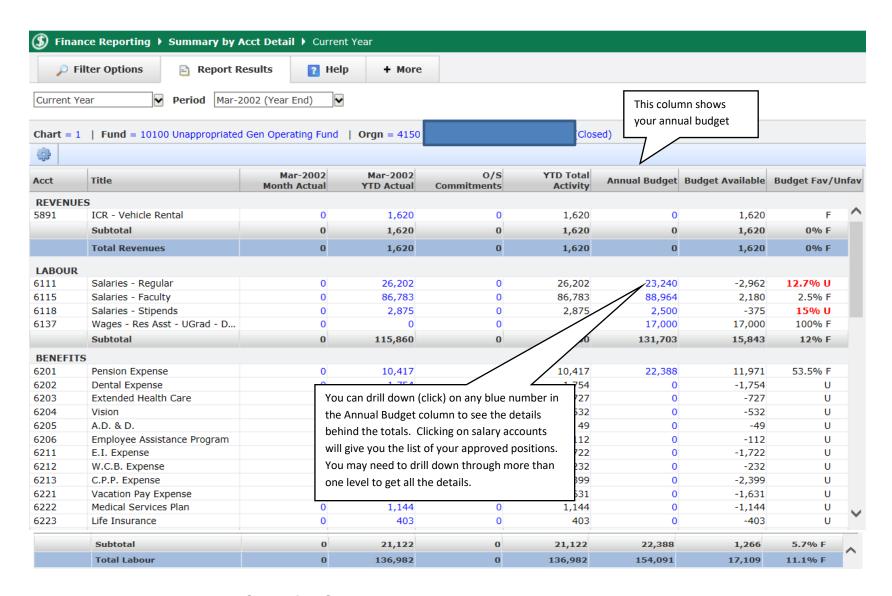
- Professional Development, Faculty Start-up, Research, Specific Purpose & Endowment, Faculty Capital Equipment Replacement, and Capital funds are all managed on a fund balance basis.
 - There is no budget information loaded. The fund balance rolls forward each year and your "budget" is equal to your fund balance at any given time.
 - Some funds have annual allocations which will increase the fund balance each year (to a maximum, where applicable).
 Other funds have a one-time allocation made at the onset, which is meant to cover all of the costs for the duration of the project.
 - The allocations into most of these funds are contractually based.
 - The fund balance (circled below) must remain positive.
- For instructions on how to obtain the operating statement report shown below, please refer to "How do I check my fund balance" document.



- General Operating, Carry Forward, One time Allocations, Summer School Revenue Sharing, NMP & Physiotherapy,
 MBA Program, and Ancillary units are all managed on an annual budget allocation basis.
 - A budget is loaded into the FAST Finance system each year, based on the outcome of that year's budget planning process.
 - Budget holders are expected to manage their annual spending within the amount of their annual budget allocation(s).
 - Other than amounts that are included in the annual carry forward calculation, unspent balances from one fiscal year do not roll forward to the next fiscal year.
 - o Please refer to the information below regarding confirmation of what comprises your annual budget allocation.

For instructions on how to obtain the operating statement report shown below or how to determine how much budget you have remaining, please refer to "How do I see how much I have left in my Annual Operating Budget" document.

- The amount in the "Annual Budget" column represents your budget allocation for the fiscal year you are viewing.
- Consider the various account groupings (5000, 6000, 7000 & 8000, and 9000 series) separately, as you cannot use operating expense budget to fund salaries and vice versa.
- Budgeted Revenue (5000 accounts) is a target set for the unit, and is a funding source for at least a portion of your budgeted
 expenses.
- The **Labour budget (6000 accounts)** covers the salary and associated benefits for your approved, base-funded positions; it also includes pooled allocations such as student assistants, casuals, etc.
- The Expenditure budget (7000 accounts) is your total allocation for non-salary operating expenses. The Capital Expenditure budget (8000 accounts) is your total allocation for making capital purchases. You can look at these two accounts together as your need for operating and capital may vary from year to year.
- Budgeted transfers (9000) accounts are largely managed centrally and reflect either contributions from your budget to other funds OR contributions to your budget from other funds. Some transfers are based on contractual amounts (e.g. PD allocations) and others are targets that form funding sources for at least a portion of your budgeted salaries / expenses.



Operating Statement Report continued on next page...

Acct	Title	Mar-2002 Month Actual	Mar-2002 YTD Actual	O/S Commitments	YTD Total Activity	Annual Budget	Budget Available	Budget Fav/	Unfa	
EXPEN	DITURES									
7021	Postage	0	You can di	rill down (click) on	55	ر 0	-55	U		
7026	Freight Charges	0	any blue n	umber in the	51	0	-51	U		
7041	Supplies - General	0	1 '	dget column to		1,917	1,886	98.4% F		
7043	Supplies - Stationery	0		tails behind the	9	0	-9	U		
7044	Supplies - Printing	0		udgeted on each	25	0	-25	U		
7046	Supplies - Computer/Printer/F	0		- I	867	0	-867	U		
7047	Supplies - Photocopier Usage	0	account li	ne.	101	0	-101	U		
7061	Vehicle Maintenance	0	209	0	209	0	-209	U		
7151	Travel - Students/Speakers/L	0	110	0	110	0	-110	U		
7201	Meeting Expense	0	241	0	241	0	-241	U		
7222	Printing & Publication Expense	0	0	0	0	2,000	2,000	100% F		
7225	Books & Publications	0	255	0	255	0	-255	U		
7247	Research Supplies	0	0	0	0	2,000	2,000	100% F		
7278	Insurance	0	1,402	0	1,402	_ 0	-1,402	U		
7311	Furnishings	0	0	0	0	0	0			
7313	Computer Software	0	926	0	926	3,000	2,074	69.1% F		
7314	Computer Equipment	0	1,816	0	1,816	2,000	184	9.2% F		
7317	Research Equipment	0	177	0	177	5,000	4,823	96.5% F		
7681	Telephone Rental and Service	0	300	0	300	0	-300	U		
7682	Telephone & This is your total	(non-salary) operating ex	manca hudgat	0	84	0	-84	U	~	
7912	Travel Confe		-	0	5,602	15,000	9,398	62.7% F	^	
7915	Travel - Meetil	expenses must be coded		0	1,575	5,000	3,425	68.5% F		
7916	Travel - Resea	unt code for each individ	•	0	0	22,110	22,110	100% F		
7932	Conference re	age these accounts on an		0	348	0	-348	U		
7934	P.D Faculty within your total	allocation (shown here).			683	0	-683	U		
7936	Training / Courses	U	U	0		1,000	1,000	100% F		
	Subtotal	0	14,869	0	14,869	59,027	44,158	74.8% F		
CAPITA	AL EXPENDITURES									
8220	Capital Equip - Computer	0	2,212	0	2,212	0	-2,212	U		
8225	Capital Equip - Audio Visual	0	2,874	0	2,874	0	-2,874	U		
8245	Capital Equip - Mobile	0	37,063	0	37,063	0	-37,063	U		
	Subtotal	0	42,149	0	42,149	0	-42,149	0% U		
	Total Expenditures	0	57,018	0	57,018	59,027	2,009	3.4% F		
TRANSI	EEDS									
9209	Transfer From Endowment	0	-207,300	0	-207,300	-207,300	0			
	Subtotal	0	-207,300	0	-207,300	-207,300		0%		
	Total Transfers 0		-207,300	0	-207,300	-207,300	You can dril	You can drill down on trans		
	Total All Expenses	0	-13,300	o	-13,300	5,818		accounts to see details behind the budgeted total(s).		
	Total Revenues Less Expenses and Transfers	0	14,920	0	14,920	-5,818	20,738	330.470 T	\ \	