

## MEMORANDUM

2 September 2008

TO: Department Chairs and Department Managers of Providence College

FR: James Mahoney  
Associate Budget Director  
Financial Services

RE: Budget FY 2009-10 and Directions for Data Input

We are beginning our budget development activity for FY 2009-10. We will be using the same application which we introduced three years ago called Budget Development in Finance Self-Service which is available through CyberFriar. Many of you are familiar with this site as it is the same site through which you access budget queries. The system will be available to input data starting today, 2 September 2008. The tutorial for this program can be found at the Financial Services website at <http://internal.providence.edu/>. Also, training sessions will be held by Information Technology at the following times:

Tuesday	16 September 2:00 pm	Accinno 202
Friday	19 September 9:00 am	Accinno 202

Besides these two sessions, we will be holding our popular "open house" format and will be available to you on Friday, 26 September in Accinno Hall Room 116 from 9:00 am to 11:00 am to answer any questions and to guide you through the process. The sessions on 16 and 19 September require advance registration as space is limited. Please contact me if you wish to attend one of these sessions. The format on 26 September is on a first-come, first-served drop in basis. Lastly, Academic Affairs is scheduling separate budget development tutorials for academic department chairs and program directors. Chuck Haberle will contact chairs and directors shortly with the dates and times of these budget development sessions. In preparation for this process, if you have forgotten your PIN to access CyberFriar, contact Pat Beland in Human Resources at x2321 and she will assist you.

If there is someone in your office whom you would also like to have access to Finance Self Service who does not have it now, please send me an e-mail requesting that access and I will make the appropriate arrangements with Information Technology. Just as a reminder please remember that if you have requested Finance Self Service access previously for other members of your department, those individuals also have the ability to access Budget Development and to enter data in addition to yourself. Lastly, as a matter of security, do not let anyone use your name and password. When you give out your Banner ID and password you are allowing others to see your personal employee information such as payroll and benefits data.

Approved Fiscal Year 2008-09 Budgets are available through the Budget Query application in Finance Self Service. No changes were made to your budget from its original submission unless they were authorized and approved by your Vice President. If you need any additional historical information, please contact me at x2325 or by e-mail at [jmahoney@providence.edu](mailto:jmahoney@providence.edu) and I will assist you.

The deadline for submitting budget data is 30 September (7 October for Academic Departments). Please note that if you utilize student employees, graduate employees or have a need for temporary employees or overtime salaries you need to enter a budget request for those categories. These categories are expected to be level funded in FY 10. Financial Services will calculate all other salary and fringe benefit budgets.

As in the past you shall receive further guidelines and instructions from your Vice President. Justification for any increases as well as requests for Furniture, Equipment, Computer Hardware and Software and New Personnel must be provided on the text form in order for the request to be considered. Pricing for computer hardware can be obtained from Ed Morin in Information Technology at x1425. Pricing for furniture and equipment can be obtained by using the standards book in purchasing or by contacting the Purchasing Department at x2282. To request New Personnel please use account 740200 and contact Kathy Alvino for justifications and appropriate salary levels. To request Capital Equipment (items over \$5,000) or Renovations please contact Warren Gray for appropriate values and then send me an e-mail with your request. Capital Equipment or Renovations information can only be entered into the system from this office.

For information purposes I am also enclosing a chart of accounts for expenses. I wanted to do so in the interest of helping you to budget your expenses in the most appropriate places. For example, if your department has expenses associated with software maintenance contracts, you may want to consider using account 706150 for those expenses as an alternative to using a more generic account such as Supplies 704400. Also, during the course of the year occasionally unexpected expenses may occur for which you may not have an account. You may want to consult this chart to determine where you want to charge these expenses should they occur. In the event that this situation occurs, please send a short e-mail to me, copied to your VP, along with your purchase requisition to indicate in which other account you will come in under budget in order to cover this unexpected expense.

If you have any questions regarding this year's budget development process, please contact me and I will be glad to be of assistance to you. Thank you.

Enclosure