

# Budget Call Template Instructions

## SUMMARY TAB

The **SUMMARY** tab has formulas that automatically sum up the figures entered into Baseline Budget and Proposal columns of the Objective tabs.

	A	B	C	D
2	Name of Unit:	Budget Office		
3				
4				Bas
5				
6		List Objectives		FTE
7	Objective 1	Determine Division fiscal needs and align resources.		0.5
8	Objective 2	Interpret Federal, State, Sponsor, Gift and Endowment policy. Develop ANR guidelines, policy and best practices for resource management		0.7
9	Objective 3	Provide timely reporting.		1.7

1. Enter the name of your program/unit

2. List each objective for your program/unit

3. **Enter Feedback/Needs/Concerns:** Use this section to list any overall feedback, needs, concerns, challenges, obstacles or constraints related to the budget call process or to your program/unit.

16				
17	Feedback/Needs/Concerns:			
18				
19				
20				
21				
22				
23				
24				

## OBJECTIVE TAB

**1. Prepare your objectives:** Objectives are determined by the program/unit and should include normal day-to-day program/administrative operations, program/unit core functions, and one-time initiatives and/or special projects.

**2. Write a brief description of your objectives in one of the five **OBJECTIVES** tabs provided:** The text boxes should be utilized to describe the objective, its benefit to ANR and if any impact to ANR Strategic Initiatives.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	<b>ANR 3 YEAR PLANNING CYCLE - STARTING FY13 - 14</b>																	
2	<b>Budget Office</b>						<b>****DRAFT - EXAMPLE****</b>											
3	<i>Name of Unit</i>																	
4	<b>Objective #1 - Brief Description</b>																	
5	Determine ANR fiscal needs and align resources to priority areas through the development and implementation of an annual multi-year budget call process.																	
6	multiple permanent and temporary sources. Strategize how to manage limited resources among multiple priority areas, within funding restrictions. Facilitat																	
7																		
8	<b>How will this benefit ANR? (include program enhancements, cost benefits, funds leveraged and/or how services to ANR stakeholders are enhanced.)</b>																	
9	Adequately managing ANR's resources against understand the needs will help ensure long term fiscal viability. It will also highlight areas on concern that A																	
10	the outcome in ANR's favor.																	
11																		
12	<b>Indicate below if Impact to ANR Strategic Initiatives or Other Impact ("X" those that apply)</b>																	
13	<input type="checkbox"/> Healthy Families and Communities <input type="checkbox"/> Sustainable Natural Ecosystems <input type="checkbox"/> Sustainable Food Systems <input type="checkbox"/> Endemic and Invasive Pests and Diseases																	
14	<input type="checkbox"/> Water Quality, Quantity and Security <input checked="" type="checkbox"/> Other: _____																	
15																		



\*A program/unit may have as many objectives as needed.

**To include more objectives tabs:** Click on a blank objective tab, right click, and hit "move or copy" to create a new sheet. After completing the entire budget call, contact the Budget office to have the SUMMARY tab updated

**3. Enter FY12-13 Permanent Budget:** Should be populated from your FY12-13 Budget Schedule 1 "All

	Baseline Budget		Prog
	FY 12 - 13		FY 13
	FTE	Amount	FTE
FY12-13 Permanent Budget (see attached)	3.00	200,000	
<a href="#">Academic Salaries and Benefits</a>			

Funds". For convenience the Budget Office will resend the FY12-13 Schedules. The Budget Call requires programs/units to indicate, as a baseline, if and how much current FY12-13 resources are dedicated to each objective. This provides

context of how current resources are being allocated and a comparative to future resource needs.

**4. Determine your baseline budget for your first objective:** Your baseline budget is based on your FY 12-13 budget and should be entered in the FY 12-13 column.



	Baseline Budget	
	FY 12 - 13	
	FTE	Amount
FY12-13 Permanent Budget (see attached)	3.00	200,000
<a href="#">Academic Salaries and Benefits</a>		
Employee Benefits (if unknown, use 39%)		
Employee Benefits (if unknown, use 39%)		
Employee Benefits (if unknown, use 39%)		
<a href="#">Non-Academic Salaries and Benefits</a>		

## Complete Column by Expense Category

		Baseline Budget	
		FY 12 - 13	
		FTE	Amount
17			
18			
19			
20	FY12-13 Permanent Budget (see attached)	3.00	200,000
21	<u>Academic Salaries and Benefits</u>		
22			
23	Employee Benefits (if unknown, use 39%)		
24			
25	Employee Benefits (if unknown, use 39%)		
26			
27	Employee Benefits (if unknown, use 39%)		
28	<u>Non-Academic Salaries and Benefits</u>		
29	Budget Analysts	0.25	15,000
30	Employee Benefits (if unknown, use 39%)		
31	Budget Manager	0.25	20,000
32	Employee Benefits (if unknown, use 39%)		
33			
34	Employee Benefits (if unknown, use 39%)		
35			
36	<u>Supplies &amp; Expenses</u>		
37	general office supplies		200
38			
39			
40			
41	<u>Equipment</u>		
42			
43			
44			
45	<u>Travel</u>		
46	Travel to 4 sites across the state for 2 employees to conduct training and provide support.		3,300
47			

**5. Enter Academic Personnel** – Include current or approved academic positions. Positions may be grouped or listed individually. For FY13-14 and beyond, benefits should be calculated using the actual benefit rate. If unknown or unavailable, use 39% as the estimated baseline. **Proposed academic positions should be submitted through the ANR Academic Positions call, not through this budget call.**

**6. Enter Non-Academic Personnel** – Include current, approved and proposed non-academic positions. Please list permanent and temporary employees on separate lines. Within permanent and temporary employees, positions may be grouped or listed individually. For FY13-14 and beyond, benefits should be calculated using the actual benefit rate. If unknown or unavailable, use 39% as the estimated baseline.

**7. Enter Supplies & Expenses** – Include everything except personnel, equipment and travel. Examples include telecommunication, lab materials, rental fees and office supplies.

**8. Enter Equipment** – Examples include lab and computer equipment. May list all equipment regardless of costs; this is not subject to the same limitations as inventorial equipment.

**9. Enter Travel** – Examples include conferences, mileage and registration fees.

Note: The examples are provided for guidance only and are not all-inclusive.

		FY 12 - 13	
		FTE	Amt
52	<b>Total for Objective #1</b>		
53	FY12-13 Baseline Permanent Budget	3.00	200,000
54	Academic Salaries and Benefits	-	-
55	Non-Academic Salaries and Benefits	0.50	35,000
56	Supplies & Expense		200
57	Equipment		-
58	Travel		3,300
59	<b>Subtotal for Objective 1</b>	<b>0.50</b>	<b>38,500</b>
60	<b>Balance of Baseline Budget for Other Objective</b>	<b>2.50</b>	<b>161,500</b>
61	<b>TOTAL</b>	<b>3.00</b>	<b>200,000</b>
62			

\*The **Total for Objective** provides subtotals by expense category and a total for the objective. For the baseline FY12-13, it compares this total to the permanent budget for informational purposes.

		FY 12 - 13	
		FTE	Amt
52	<b>Total for Objective #5</b>		
53	FY12-13 Baseline Permanent Budget	3.00	200,000
54	Academic Salaries and Benefits	-	-
55	Non-Academic Salaries and Benefits	-	-
56	Supplies & Expense	-	-
57	Equipment	-	-
58	Travel	-	-
59	Subtotal for Objective 5	-	-
60	Subtotal for Objective 4	-	-
61	Subtotal for Objective 3	1.75	108,300
62	Subtotal for Objective 2	0.75	53,200
63	Subtotal for Objective 1	0.50	38,500
64	Balance of Budget Remaining	-	-
65	<b>TOTAL</b>	<b>3.00</b>	<b>200,000</b>



\*As you progress through the objectives, the **Total for Objective** continues to compare the cumulative total to the FY12-13 permanent budget for informational purposes. **Balance of Baseline Budget Remaining** will indicate the difference of objectives to the baseline FY12-13 permanent budget entered at the beginning of Objective 1.

**11. Consider how your needs will change over the next three years as you continue to meet your objective:** Complete columns FY 13-14, FY14-15, and FY 15-16 based on your expected needs.

		Baseline Budget		Proposal		Variance		Proposal		Variance		Proposal		Variance	
		FY 12 - 13		FY 13 - 14				FY 14 - 15				FY 15 - 16			
		FTE	Amount	FTE	Amount			FTE	Amount			FTE	Amount		
17															
18															
19															
20	<b>FY12-13 Permanent Budget (see attached)</b>	<b>3.00</b>	<b>200,000</b>												
21	<b>Academic Salaries and Benefits</b>														
22						-	N/A			-	N/A			-	N/A
23	Employee Benefits (if unknown, use 39%)					-	N/A			-	N/A			-	N/A
24						-	N/A			-	N/A			-	N/A
25	Employee Benefits (if unknown, use 39%)					-	N/A			-	N/A			-	N/A
26						-	N/A			-	N/A			-	N/A
27	Employee Benefits (if unknown, use 39%)					-	N/A			-	N/A			-	N/A
28	<b>Non-Academic Salaries and Benefits</b>														
29	Budget Analysts	0.25	15,000	0.25	15,450	450	3%	0.25	15,914	464	3%	0.25	16,391	477	3%
30	Employee Benefits (if unknown, use 39%)				6,026	3,026	N/A		6,684	658	11%		7,376	692	10%
31	Budget Manager	0.25	20,600	0.25	20,600	600	3%	0.25	21,218	618	3%	0.25	21,855	637	3%
32	Employee Benefits (if unknown, use 39%)				8,034	8,034	N/A		8,912	878	11%		9,835	923	10%
33						-	N/A			-	N/A			-	N/A
34	Employee Benefits (if unknown, use 39%)					-	N/A			-	N/A			-	N/A
35						-	N/A			-	N/A			-	N/A
36	<b>Supplies &amp; Expenses</b>														
37	general office supplies		200		204	4	2%		208	4	2%		212	4	2%
38						-	N/A			-	N/A			-	N/A
39						-	N/A			-	N/A			-	N/A
40						-	N/A			-	N/A			-	N/A
41	<b>Equipment</b>														
42						-	N/A			-	N/A			-	N/A
43						-	N/A			-	N/A			-	N/A
44						-	N/A			-	N/A			-	N/A
45	<b>Travel</b>														
46	Travel to 4 sites across the state for 2 employees to conduct training and provide support.		3,300		3,366	66	2%		3,433	67	2%		3,502	69	2%

**12. Finished:** Submit to Budget Office by May 1, 2013.