

**STRATEGIC PLAN GOAL: TO SUSTAIN A THRIVING AND EFFECTIVE COLLEGE
IFR BUDGET REQUEST FORM INSTRUCTIONS
2019-2020**

The IFR Budget Request Form has been simplified for the Fiscal Year 19/20. The template provided requires the budget holders to complete a form for EACH IFR Account. Budget holders will discuss their IFR budget request with their Vice President. Budget holders will upload the required summary data through the budget link after their Vice President has approved their request.

Please follow the steps to complete this form:

1. Complete the cells for Vice President, Account Holder, Account Name, and the Account Number.
2. Login to Business Intelligence (BI) to review the cash balance, and estimate the beginning cash balance on July 1, 2019.
In BI, the Budget Holder will click on to the “Account Summary” dashboard, enter the “Account number”, change the Fiscal Year, as necessary, and click “Apply”.
3. From BI, Budget holders will review their current cash balance. Budget holders must estimate the final expenditures for Fiscal Year 2018/19 to calculate an “Expected Cash Balance-FY Beginning” for Cell K7.
4. List the expected Revenue Sources for FY 19-20, and the anticipated amount of revenue for each source. (Administrative Overheads will automatically calculate and provide a Net Revenue amount).

For the following steps, please summarize Projected Expenditures when applicable. Do not itemize.

5. For PSR – Non Instructional and Instructional, please contact the Business Affairs for the anticipated expenditure(s).
6. For all Temporary Service – Regular, provide a lump sum dollar amount.
7. List Extra Service – Provide a lump sum dollar amount(s).
8. For all Temporary Service – Student, provide a lump sum dollar amount.

OTPS will be estimated by major sub object classifications. Do not itemize.

9. For OTPS – Office, Maintenance, Academic Supplies, provide a lump sum dollar amount.
10. For OTPS – Travel, provide a lump sum dollar amount.
11. For OTPS – Service Contracts, Subscriptions, Advertising, Cell Phones provide a lump sum dollar amount.
12. For OTPS New Equipment, provide a lump sum dollar amount.
13. For Library Acquisitions Only, provide a lump sum dollar amount.
14. For Construction Renovation or Repair Project, provide a lump sum dollar amount.

The **Final Summary**, at the bottom of the form, will auto-populate. The Expected Cash Balance FY End should show a positive balance. If not, please prepare a plan to return the account to a positive cash state and discuss this plan with the VP for Business and Finance.