

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.*

Finance Reporting ▶ Summary by Acct Detail ▶ Current Year

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Current Year Period Mar-2013 (Year End)

Chart = 1 | Fund = 30248

Acct	Title	Mar-2013 Month Actual	Mar-2013 YTD Actual	O/S Commitments	YTD Total Activity	Annual Budget	Budget Available	Budget Fav/Unfav
	Opening Fund Balance - All Orgn Codes Included				39,773			
TRANSFERS								
9103	Transfer to Specific Purpose	0	470	0	470	0	-470	U
9107	Transfer to Carryforward	0	39,302	0	39,302	0	-39,302	U
	Subtotal	0	39,773	0	39,773	0	-39,773	0% U
	Total Transfers	0	39,773	0	39,773	0	-39,773	0% U
	Total All Expenses	0	39,773	0	39,773	0	-39,773	0% U
	Total Revenues Less Expenses and Transfers	0	-39,773	0	-39,773	0	-39,773	0% U
	Closing Fund Balance - All Orgn Codes Included				0			

- **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.
 - 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.

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Current Year Period Mar-2002 (Year End)

Chart = 1 Fund = 10100 Unappropriated Gen Operating Fund Orgn = 4150 (Closed)

This column shows your annual budget

Acct	Title	Mar-2002 Month Actual	Mar-2002 YTD Actual	O/S Commitments	YTD Total Activity	Annual Budget	Budget Available	Budget Fav/Unfav
REVENUES								
5891	ICR - Vehicle Rental	0	1,620	0	1,620	0	1,620	F
	Subtotal	0	1,620	0	1,620	0	1,620	0% F
	Total Revenues	0	1,620	0	1,620	0	1,620	0% F
LABOUR								
6111	Salaries - Regular	0	26,202	0	26,202	23,240	-2,962	12.7% U
6115	Salaries - Faculty	0	86,783	0	86,783	88,964	2,180	2.5% F
6118	Salaries - Stipends	0	2,875	0	2,875	2,500	-375	15% U
6137	Wages - Res Asst - UGrad - D...	0	0	0	0	17,000	17,000	100% F
	Subtotal	0	115,860	0	115,860	131,703	15,843	12% F
BENEFITS								
6201	Pension Expense	0	10,417	0	10,417	22,388	11,971	53.5% F
6202	Dental Expense	0	1,754	0	1,754	0	-1,754	U
6203	Extended Health Care	0	727	0	727	0	-727	U
6204	Vision	0	532	0	532	0	-532	U
6205	A.D. & D.	0	49	0	49	0	-49	U
6206	Employee Assistance Program	0	112	0	112	0	-112	U
6211	E.I. Expense	0	722	0	722	0	-1,722	U
6212	W.C.B. Expense	0	232	0	232	0	-232	U
6213	C.P.P. Expense	0	999	0	999	0	-2,399	U
6221	Vacation Pay Expense	0	531	0	531	0	-1,631	U
6222	Medical Services Plan	0	1,144	0	1,144	0	-1,144	U
6223	Life Insurance	0	403	0	403	0	-403	U
	Subtotal	0	21,122	0	21,122	22,388	1,266	5.7% F
	Total Labour	0	136,982	0	136,982	154,091	17,109	11.1% F

You can drill down (click) on any blue number in the Annual Budget column to see the details behind the totals. Clicking on salary accounts will give you the list of your approved positions. You may need to drill down through more than one level to get all the details.

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/Unfav
EXPENDITURES								
7021	Postage	0			55	0	-55	U
7026	Freight Charges	0			51	0	-51	U
7041	Supplies - General	0				1,917	1,886	98.4% F
7043	Supplies - Stationery	0			9	0	-9	U
7044	Supplies - Printing	0			25	0	-25	U
7046	Supplies - Computer/Printer/F...	0			867	0	-867	U
7047	Supplies - Photocopier Usage	0			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 & ...	0		0	84	0	-84	U
7912	Travel - Confe	0		0	5,602	15,000	9,398	62.7% F
7915	Travel - Meeti	0		0	1,575	5,000	3,425	68.5% F
7916	Travel - Resea	0		0	0	22,110	22,110	100% F
7932	Conference Fe	0		0	348	0	-348	U
7934	P.D. - Faculty	0		0	683	0	-683	U
7936	Training / Courses	0	0	0	0	1,000	1,000	100% F
	Subtotal	0	14,869	0	14,869	59,027	44,158	74.8% F
CAPITAL 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
TRANSFERS								
9209	Transfer From Endowment	0	-207,300	0	-207,300	-207,300	0	0%
	Subtotal	0	-207,300	0	-207,300	-207,300		
	Total Transfers	0	-207,300	0	-207,300	-207,300		
	Total All Expenses	0	-13,300	0	-13,300	5,818		
	Total Revenues Less Expenses and Transfers	0	14,920	0	14,920	-5,818		

You can drill down (click) on any blue number in the Annual Budget column to see the details behind the amount budgeted on each account line.

This is your total (non-salary) operating expense budget allocation. Your expenses must be coded to the appropriate account code for each individual transaction, but you can manage these accounts on an overall basis within your total allocation (shown here).

You can drill down on transfer accounts to see details behind the budgeted total(s).