

# SFP BUDGET PREPARATION INSTRUCTIONS

## To get to the forms on the website:

1. Go to [www.lasc.edu](http://www.lasc.edu)
2. Click on "For Faculty and Staff"
3. Click on "Planning and Research"
4. Click on "SFP and Categorical Program Planning Documents" located on the left hand side of the page in the blue box

## How to use the forms:

Input fields are the yellow fields. Everything else is protected and cannot be modified. If the field is protected, it should automatically populate as you complete the yellow fields.

## 2008 / 2009 Fiscal Year Budget Report:

### During the planning process:

1. Save the file to your computer (***DO NOT*** change name to the files you are downloading). This file and the quarterly report file must be saved to the same folder on your computer in order to link and populate the fields properly.
2. **Total S&B worksheet:** Begin with the Total S&B worksheet (Total Salaries and Benefits). It is the third tab in the file. Complete the **yellow highlighted boxes**. This is general information about all of the program's employees and this will automatically populate the Salaries worksheet and the Benefits worksheet.
3. **Salaries worksheet:** Complete the salary information on the Salaries worksheet. You will need to calculate salary information by month for each employee.
4. **Benefits worksheet:** Complete the Benefits worksheet. The only information you must input on this worksheet is the benefit rate. This information will be added to the website as soon as it is available or you can contact Administrative Services to get the appropriate benefit rates for the various employee classifications.
5. The information from these three worksheets will automatically complete the budget column for salaries and benefits on the cash flow worksheet.
6. **Cash Flow worksheet:** In the planning process, the only columns that are completed are the budget columns for months 2009-01 (July 2008) through 2009-12 (June 2009) for expenditures. Salaries and benefits populate themselves from the work that was done on the other three worksheets.
7. **Budget worksheet:** The only fields that need to be input currently are the Program Name and the program dates (i.e., July 1, 2008 – June 30, 2009) and a citation to designate that the budgeted line items are allowed by the program's regulations. If the items are allowed but there is no specific citation available, an X in the field will suffice. The total budget figure will populate from the Cash Flow worksheet. Verify that the total budget from the Cash Flow worksheet and the total budget showing on the Budget worksheet are the same.

### Using the form during the year:

1. **Cash Flow worksheet:** Each month the program will be required to file a monthly financial report following the schedule outlined in the “SFP Reporting Requirements” document. The monthly information will be input into the actual column. This information will be available from SAP. While each program will receive SDD (salary distribution detail) from Administrative Services each month, this report is meant mainly to provide additional detailed information and to help correct salary distribution problems on a monthly basis. Training will be provided on how to use these reports or assistance is always available from Administrative Services.
2. **Fiscal Plan worksheet:** Input the % of Year Elapsed (cell I5) using the following data:
  - a. **July 2008:** 8.33%
  - b. **August 2008:** 16.67%
  - c. **September 2008:** 25%
  - d. **October 2008:** 33.33%
  - e. **November 2008:** 41.67%
  - f. **December 2008:** 50%
  - g. **January 2009:** 58.33%
  - h. **February 2009:** 66.67%
  - i. **March 2009:** 75%
  - j. **April 2009:** 83.33%
  - k. **May 2009:** 91.67%
  - l. **June 2009:** 100%
3. Prior to submitting the reports to the administrator in charge of the program, do initial analysis of the data. Look at the budget for the month versus the actual for the month. Are the numbers similar? If not, try to determine why they aren't. Was an event not held? A position not filled? A planned purchase not completed prior to the end of the period? What impact will the difference have on the rest of the year? If the budget for the month was exceeded, will it be necessary to cut some other planned expenditure to stay in budget? If the program came in under budget, what does the program plan to do with the released funds?
4. As a component of the analysis, on the Fiscal Plan, compare the columns “% of Budget Spent to Date” and “% of Fiscal Year Elapsed.” If the program plans to spend money consistently all year then these figures should be similar. If, on the other hand, there are one or two big events that occur during the year, then these numbers will not be similar. The goal is for the program manager to understand how the funds should be expended and make sure they are being expended according to the plan filed at the beginning of the year. It might be necessary to amend the plan based on planned program changes. The goal is not to change the program because of budgetary concerns (i.e, the program should drive the budget; the budget should not drive the program).

## 2008 / 2009 Quarterly Financial Reports:

This report is prepared by quarter. The only input the user must make to this report is the narrative information on the far right hand side of the report. In addition to completing the narrative information, verify that all totals have transferred properly. Reminder, in order for the data to link properly, this file and the Fiscal Year Budget Report must be saved in the same folder on the user's computer.

**NOTE: Should you encounter any problems in using the forms, please contact Milton Medina at ext 5415 or [medinamr@lasc.edu](mailto:medinamr@lasc.edu) immediately.**