

ORGANIZATION BUDGET NARRATIVE
Board of Trustees Budget Information
Fiscal Year 2009-10

Organization Name:	Your Name:	
Organization Number:	Work Telephone Number:	E-Mail:

Instructions:

Please complete the questions below. If you are responsible for more than one organization, please complete this document for each organization separately. Please send this document as an e-mail attachment or via campus mail, along with a note indicating that you have completed your budget and reviewed your *B510 Current Budget Report* (located in the Budget-Trustee-Forecast REPT document in BRIO-HYPERION), to Rose Wright (rfw1@cornell.edu) at the University Budget Office. The deadline for completed financial budgets and this narrative report is **March 31, 2009**.

Please briefly answer the following questions regarding your budget. Your answers will provide context for your budget numbers, and help the University Budget Office staff develop narrative for the Trustee's Budget report.

1. Please provide us with a forecast (FY08-09) of total expenditures. This should reflect your most current projections as compared to the expenditure subtotal planned and presented on line 30 of page 18-19 of the 2008-09 Financial Plan. <http://dpb.cornell.edu/documents/1000408.pdf> Please note any significant changes from your original plan.

2. If any category of your budgeted revenue (e.g. tuition, enterprise, other sources) significantly increased or decreased compared to the FY09 Final Budget Planning, please describe the change by category:

3. If any category of your budgeted expenses (e.g. salary & wages, general expense, capital expense) significantly increased or decreased, compared to the FY09 Final Budget Planning, please describe the change by category:

4. If your budgeted interunit transfers are significantly out-of-balance for reasons other than transfers from the Provost, please explain the major reason(s) and note other college(s)/unit(s) involved:
5. Please describe your budgeted transfers to/from Endowment including a brief description of the purpose.
6. Please describe your budgeted transfers to/from Plant identifying the amount of debt service, equipment renewal & replacement reserves, and current capital projects.
7. Describe any major anticipated program changes (if applicable) in your department/organization for the next fiscal year.
8. If you have operating deficits in any fund group, please describe how you plan to fund the deficit within each specific fund group: