Additional Instructions - FY19 5 Year Plan Budget Request Templates (excel workbook)  
Prepared for FY19 5 Year Plan Budget Workshops

**FY18 allocation**
- If program information was available at this level, amounts have been filled in.
- If template says “program fill in”, please check with your next in line supervisor for your FY18 budget allocation and enter the total. This will help budget development for FY19.

**FY18 Expenditures and Encumbrances (E&E) as of 5/31/18.**
E&E reports have been provided by Administrator for all accounts with activity. Expenditures appear by Budget Summary Codes (type of expense) – **PLEASE PREPARE A BUDGET FOR EACH ACCOUNT**
If you had a FY18 allocation for overtime or overload, the actual expenditure may be included in B100 – the object codes to check in KFS for the actual costs are:
- 2002 Overtime, Regular Emp / 2008 Overload, Regular Emp

**DEVELOPING THE PERSONNEL BUDGET – “A” COSTS**

***ONLY ENTER DATA IN WHITE COLOR CELLS***

- **B100 Regular EEs** – include all temporary budgeted and unbudgeted positions
  - **RESOURCES:** Departmental allocation personnel worksheet, KFS, and organizational chart [http://www.uhcc.hawaii.edu/ovpcc/administrative/budget/organizational](http://www.uhcc.hawaii.edu/ovpcc/administrative/budget/organizational)
  - Employees hired during the year should be included
  - Temporary assignment pay should be included

- **B200 Non-Regular EEs**
  - Include all casual and emergency hire positions

- **B300 lecturers**
  - Budgeted 2x/year – Fall and Spring - **GENERAL FUND ONLY**

- **B400 Student Help payroll**
  - Include names of students if known.
  - Okay to attach a separate list and enter the TOTAL

- **Overload/Overtime**
  - Include names of faculty for overload / names of staff for overtime
  - Okay to attach a separate list and enter the TOTAL

**DEVELOPING THE OPERATING BUDGET – “B” COSTS**

***ONLY ENTER DATA IN WHITE COLOR CELLS***

- **B600 Other Current Expenditures**
  - Include all projected costs for FY19
  - Recommend keeping a schedule of the following types of recurring costs with anticipated annual costs:
    - Fees, including accreditation and scheduled site visits
    - Professional journals and subscriptions
    - Maintenance contracts
    - Other costs specific to department’s operations

- **B700 Equipment**
  - Include all program and technology equipment requests. All technology requests will be forwarded to CELTT for consideration (Campuswide Technology Fund).
  - Equipment over $5,000 should be requested via the PAIR (Planning and Assessment Integration with Resource Allocation) process
  - **REQUIRED** - Detailed equipment replacement plan for the 5 year period FY19-23