Year-End Operating Budget Savings Request Instructions

**General Instructions and Process:**
- Yellow cells should be entered by the department/program administrator. Green cells will be entered by Finance.
- Complete the sections as needed and return to your Finance liaison. Finance will compile this information with your year-end close instructions.
- The Director of Finance and the Senior Associate Dean for Finance & Administration will review your request, determine the appropriate carryforward and/or budget savings, and notify you of their decisions.
- Finance will complete the applicable transfers during the year-end close.

**Budget Funding:**
This section of the form will show the proportion of operating budget funding coming from department/program and Dean’s Office funding sources. Your Finance liaison will fill in the 09/01 budgeted funding and will include additions and pullbacks, including year-end adjustments per your Year-End Closing Instructions. Final amounts may vary slightly from the projections you provided in your Year-End Closing Instructions.

**Year-End Surplus / (Deficit):**
Final surplus/deficits will be entered by Finance after your year-end transactions have been processed. Budget savings decisions will be based on the following:

- **Base Non-Grad Aid PTAs:** A comparison of actual and target reserve amounts and the proportion of final funding coming from Dean’s Office funding sources.
- **Grad Aid PTAs:** Savings will be transferred to the department’s grad aid savings account.
- **Non-Base PTAs:** Funding for these accounts typically come from restricted and/or non-H&S sources. If no general funding was used, excess restricted funding will be returned to its source. Finance will work with you to determine whether non-H&S funding should be returned to the source or transferred to a designated or expendable gift PTA and re-accessed in the following year.
**Carryforward Requests:**
Carryforward requests will be considered for expenditures that were invoiced prior to 08/31 but that will not be paid until next the fiscal year. Be sure to enter the Oracle requisition number in Column F. Carryforwards must have unrestricted funding sources. Carryforwards cannot be made if there is a restricted funding source, such as expendable and endowment awards. Restricted funding must be returned to the source and re-accessed in the following year.

**Savings Requests:**
Use this section for any documentation or description that should be considered as budget savings decisions are being made.