

To: Department Chairs, Center and Institute Directors

From: Gail Mattox, MD
Chair, Fiscal Advisory Committee

RE: Fiscal Advisory Committee Process

Date: June 3, 2010

The Fiscal Advisory Committee (FAC) was recently charged by Dean Harris-Hooker to vet the details of unit budget requests. We only have a short period of time to complete our task. The FAC must schedule each major academic area with major issues to appear before the committee between June 8th and June 17th to present the budget issues of units under their supervision. If you do not have major issues you do not have to schedule a meeting with FAC but we would like for you to indicate this in a brief memo to my attention as Chair. We welcome Unit Directors, Center and Institute Directors and Department Chairs, but understand that administrators may attend on your behalf. Please contact Ms. Beverly Duromola, 404-756-1447 or bduromola@msm.edu as soon as possible to schedule your appointment with the FAC. The purposes of the session are to:

- Confirm and validate the amount, timing and allocation of all funding including grant/contract support for the unit
- Review special requests that are deemed critical
- Review plans for programs and activities where grant funding is expected to terminate during the next fiscal year
- Review the amount and allocation of department special funds and endowment draw-downs
- Understand capital requests

To facilitate this process the FAC asks that each presenter complete the attached template and bring a completed Summary Budget along with current staffing pattern in terms of faculty and staff FTEs. The format should be the same as the budget management reports you will receive from the Finance. Please submit your information to Mr. Demarlo West in the Office of the Dean 24 hours prior to your scheduled meeting with FAC. Each Unit will have up to 45 minutes for scheduled reviews to allow adequate time for discussion.

After completion of its review of all units, the FAC will organize and prioritize budget requests and issues and make recommendations to the Dean. Recommendations will be based on alignment with institutional strategic plan, goals and priorities.

Please address any questions regarding the budget template to Lois Wiggins in the budget office.

Thank you for your cooperation in making this important part of the budget process a success. We look forward to meeting with you soon.

RAC REQUESTS (attach copy of completed RAC request form):					
Strategic Goal	POSITION/NAME	SALARY	BENEFITS	TOTAL	*JUSTIFICATION

INSTITUTIONAL BRIDGE REQUESTS (attach copy of completed request form):					
Strategic Goal	POSITION/NAME	SALARY	BENEFITS	TOTAL	*JUSTIFICATION

NON-PERSONNEL OPERATING REQUESTS					
Strategic Goal	DESCRIPTION	TOTAL AMOUNT NEEDED	AMOUNT PROVIDED BY DEPT	AMOUNT REQUESTED	*JUSTIFICATION

CAPITAL REQUESTS (single item > \$5,000)					
Strategic Goal	DESCRIPTION	TOTAL AMOUNT NEEDED	AMOUNT PROVIDED BY DEPT	AMOUNT REQUESTED	*JUSTIFICATION

OTHER ONE-TIME REQUESTS					
Strategic Goal	DESCRIPTION	TOTAL AMOUNT NEEDED	AMOUNT PROVIDED BY DEPT	AMOUNT REQUESTED	*JUSTIFICATION
TOTALS					

***JUSTIFICATION:** Accreditation, Non-discretionary contractual adjustments, Faculty Retention, Research Infrastructure, Faculty Development

DEPARTMENT _____

INSTITUTIONAL BRIDGE FUNDING REQUEST

CHAIR _____

EMPLOYEE NAME _____

POSITION/TITLE _____

AMOUNT REQUESTED	SALARY			FRINGE BENEFITS	TOTAL	COMMENTS
	FACULTY 5100	STAFF 5105	TEMPORARY 5130			

EFFORT ALLOCATION	INSTRUCTION	RESEARCH	ADMINISTRATION	CLIN SVC	OTHER	TOTAL

CONFIRMED FUNDING INFORMATION			AMOUNT NEEDED
SOURCE	FY10	FY11	FY11
TOTAL			