

**From:** Anderson, Kristen C.  
**Sent:** Monday, December 10, 2012 8:23 AM  
**Subject:** FY14 Budget Information

## **FY14 Budget Information**

This e-mail includes important information about the FY14 budget process. Please read it carefully and contact the Budget Office if you have any questions.

**If you do not need to move budget dollars from one account code to another and do not have any requests for equipment or additional funding, you do not need to do anything.**

### **FY14 Budget Reallocation**

The opportunity to move budget dollars from one account code to another will be available in BannerWeb from **Monday January 21, 2013, through Thursday January 31, 2013.**

The allocation process is now done through BannerWeb. How-to classes will be offered at both Middlebury and Monterey. If you have any questions on this process or need any assistance, please feel free to contact the Budget Office. We will be happy to help you through the process. If you do not need to make any changes to the budgets in your area, you do not need to do anything.

- Please note that the total amount in each org must be the same, or lower, than the current amount in BannerWeb. Any increases will not be accepted.
- If you would like to move budget dollars from one org to another, please contact the Budget Office.
- The budgets available in BannerWeb include non-personnel expenses, revenue (if applicable), and wages for students and overtime only. Student wage budgets for Middlebury (604110) have already been increased by 2% per the increase in the Vermont minimum wage. Please note that if you will need funding to cover additional work hours for students or overtime, you should reallocate dollars to cover those costs. You may reallocate funds from account codes that begin with 7 (non-personnel expenses) to account codes 603300 (Overtime), 604110 (Midd Student Wages) or 604140 (Institute Work Study).
- For assistance in reallocating budget line items in BannerWeb you may attend one of the drop-in sessions offered by the Budget Office. We will review the budget reallocation process and then be on-hand to assist you while you work. Classes will be offered at both Middlebury and Monterey.

#### **Middlebury Campus (EST)**

Wednesday Jan 23	10:00-11:30 a.m.
Tuesday Jan. 29	1:30-3:00 p.m.
Wednesday Jan. 30	10:00-11:30 a.m.

**All Middlebury classes will be held in Sunderland Computer Lab IL3.**

#### **Monterey Campus (PST)**

Tuesday Jan. 22	9:00 a.m.-10:30 a.m.
Wednesday Jan. 23	1:30 p.m.-3:00 p.m.

**All Monterey classes will be held in Casa Fuente in the 2<sup>nd</sup> Floor Training Room in IT.**

## Request Forms

Requests for capital equipment, incremental computers, and additional funding may be submitted on-line using the applicable form. All requests must be submitted by **Thursday January 31, 2013**. Please note that some requests may not be funded.

### 1. Capital Equipment

Requests for equipment greater than \$5,000. Use the Capital Equipment Request Form FY14. Middlebury academic departments should contact Dean Bob Cluss for equipment requests.

### 2. Computers

Requests for incremental computers or replacement computers originally funded by grants or special funds that are no longer available. Use the Incremental Computer Request Form FY14. Regular replacements for primary computers do not need to be requested.

### 3. Additional Funding

Requests for additional dollars for the department budget. Use the Additional Funding Request Form FY14.

If you have any questions about the FY14 budget process, please feel free to contact me directly, Ruth Hardy, Sue Lalumiere, or Susan Simmons.

Kristen

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