

FY23 Budget Preparation Checklist - Division No. _____

PLEASE COMPLETE, SIGN AND SUBMIT ELECTRONIC COPY WITH YOUR BUDGET

	<u>Page in Guidelines Memo</u>	<u>Yes</u>	<u>NA</u>
<u>GRADUATE ASSISTANT RATE INCREASES</u>	1		
Research Assistant salary budget includes a 2% rate increase effective 7/1/22			
Teaching & Project Assistant salary budgets include a 2% rate increase effective 1/1/23			
<u>CARRYFORWARD SPENDING</u>	2		
Only approved carryforward spending should be built into the budget			
<u>FLEX OPTIONS</u>	2		
Revenues and expenses are built into the budget in the appropriate fund and project			
Revenues equal anticipated expenses			
<u>BUDGETING FOR TURNOVER SAVINGS</u>	3		
A reasonable estimate of turnover savings has been built into the budget			
<u>PROGRAM ACTIVITY SHIFTS - FUND 101</u>	3		
Schedule detailing a 101 shift of 1% or more out of any program (activity) is included with budget submission			
<u>DEDUCT ENTRIES:</u>	4		
Schedule and explanation for all deduct entries is included with budget submission			
<u>BUDGETS ENTERED INTO CAT/PLAN UW MATCH SUBMITTED SCHEDULES/TEMPLATES</u>			
Funds 136 & Non-auxiliary 128	5		
Fund 131	3		
Funds 132 & 189	5		
<u>EXTRAMURAL FUNDS - 133, 233 AND 144</u>	5		
Anticipated expenditures and FTE are built into CAT/Plan UW budget system			
<u>FUND 131 REQUIREMENTS</u>	3		
Completed tuition differential template is included with budget submission			
All tuition differential revenues & expenditures are budgeted using Project 131BDTS			
<u>BUDGETING POSITIONS [FTE]</u>	3		
Fund 101,103,131,402 Positions: Explanation for variances between allocation and budget are included with budget submission			
Vacant Positions: The vacancy has been approved for recruitment			
<u>ERROR REPORTS</u>	6		
Error reports were run and all errors corrected in the CAT			

UBR SIGNATURE: _____ **DATE:** _____