



FY 2026 Nonstate Budget Workbook Instructions

The original nonstate budget process will be submitted through budget workbooks like the ones provided last year. Budgets will no longer be entered into the web-based system. Workbooks will be provided to show past actuals for FY 2024, FY 2025 year to date expenses (as of February 28) and the FY 2025 projected budget. Permanent adjustments should be entered into the workbooks with notes to calculate the FY 2026 budget.

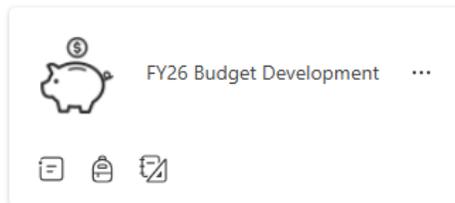
Workbooks should be turned into the Budget Office by **March 21, 2025**.

Opening your budget workbooks:

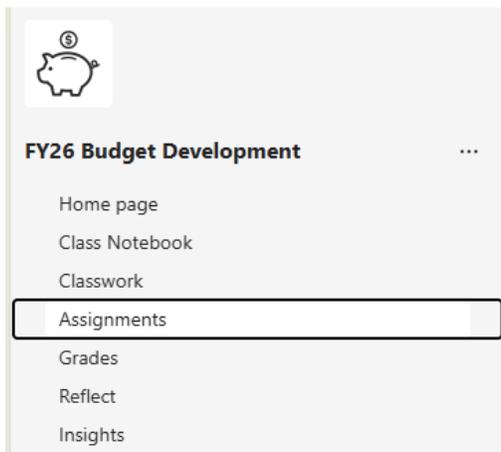
Navigate to your Teams application.

Teams

Classes



Click on “FY26 Budget Development” under “Classes”.



Click on “Assignments” and select the item assigned to you.

Open your budget workbook in the Teams app or in the Excel desktop application.

Your budget workbook contains a tab for your total budget and a separate tab for Salaries budgets:

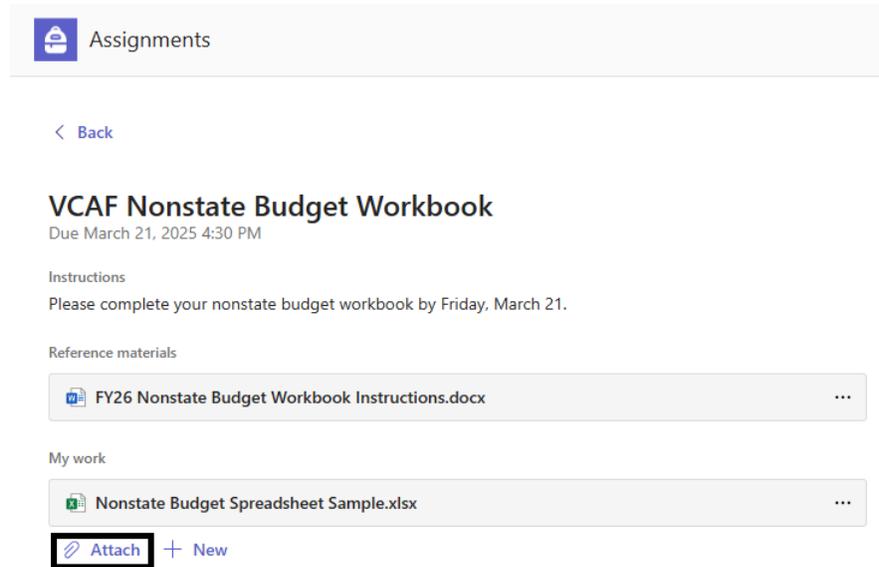
1. **Salaries Position Budgets will need to be reviewed for accuracy.** Please verify that all positions are part of your budget. Use the Adjustment column to make any permanent changes to the budget. Reduce the budget for any positions that are no longer needed or were entered incorrectly. Include a comment in the notes section for each change entered.
 - a. Enter any estimated salary increases into the “Sal Inc” line of each budget purpose. Enter the known salary increase or estimate 2%.
 - b. If you plan on hiring a new position that is not listed, enter the amount needed in an “Other Salaries” position line. Include a comment in the notes section for what position(s) that amount is covering.

2. **Review Total Budgets.**
 - a. The worksheet shows actuals for FY 2024, FY 2025 year to date expenses (as of February 28) and the projected FY26 budget.
 - b. Revenues are shown as negative numbers and expenses are shown as positive numbers.
 - c. Enter any permanent reallocation budget adjustments that need to be made in the appropriate object code. These are budget adjustments that need to be made to your permanent budget and will carry forward to the next fiscal year. Enter these in the Adjustment column (column I).
 - d. Please provide a realistic projection of the estimated revenue. Project the revenues to be received during the fiscal year (July 1 – June 30) by the applicable object code (Sales, Fees, Services, Contributions, Rentals, Deposits, Transfers In, etc.).
 - e. Anticipated expenses should be entered by summary object code (wages, travel, equipment, commodities, contractual services, operation of automotive equipment, telecommunications, transfers out, etc.).
 - f. Do not edit the “4169 SALARIES – POSITION BUDGETS” line. That data is pulled from the Salaries tab of the workbook.
 - g. If a new object code is needed, contact the Budget Office to have it added to your workbook.
 - h. Add comments in the Notes section (column K) for any increase or decrease to provide additional information that will be helpful in the budget process.
 - i. Please note where any “Transfers In” are coming from and where all “Transfers Out” are going.
 - j. Federal Work Study (FWS) wages should be excluded. Budgeting for FWS is a separate process. You will still need to budget wages for the institutional match portion of FWS in this process.
 - k. If budgeted revenue is not greater than or equal to budgeted expenses (positive number in the summed total), place an explanation in the Notes section that includes the cash balance of that Budget Purpose.

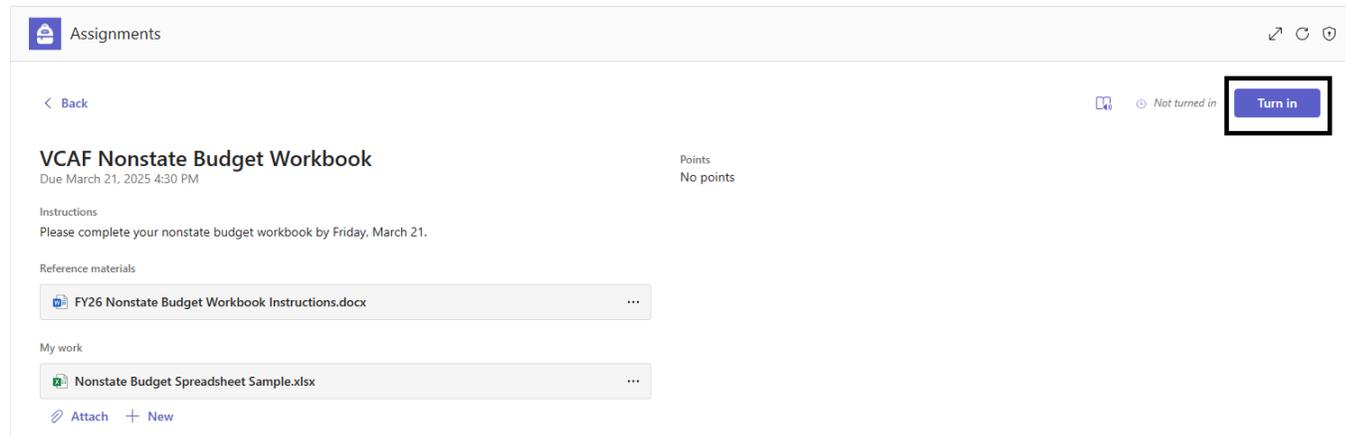
Submitting your completed budget workbook.

In Teams, navigate to your “Assignments” in the FY26 Budget Development class.

Make sure the attached workbook is updated or attach an updated version of the workbook to the assignment.



Click the “Turn in” button in the upper right of the screen to submit your workbook.



Once your workbook is submitted, the Budget Office will review and contact you with any questions. The workbooks are due to be turned in by March 21.

The “Budgets” tab on your spreadsheet contains the following information:

Unit – The unit number. Spreadsheets are sorted by unit number first, then budget purpose number.

BP – The budget purpose number.

BP Description – The budget purpose description.

Object Code – The object code. Revenues are shown and budgeted by specific code. Expenses are rolled into budget codes for each object summary.

Object Summary – The object description (revenues) or object summary description (expenses).

FY24 Actuals – Fiscal year 2024 expenses.

FY25 Actuals through 2/28 – Fiscal year 2025 expenses as of February 28, 2025.

Projected Budget – The projected budget to be rolled before adjustments are made.

Adjustment – This column is **data-enterable**, and you will enter any permanent changes to your budget on the appropriate object code line.

FY26 Budget – The sum of the Projected Budget plus any Adjustments. This will be loaded as your FY26 Budget.

Notes – This column is **data-enterable**. Enter a comment for every adjustment made. If you have a budgeted deficit, please comment the cash balance for that BP.

The Salaries tab on your spreadsheet contains the following information:

Unit – The unit number. Spreadsheets are sorted by unit number first, then budget purpose number.

BP – The budget purpose number.

BP Description – The budget purpose description.

Position – The position number. Position numbers are classified by type:

- AP – Administrative/Professional
- CS – Civil Service
- FA – Faculty
- GA – Graduate Assistants
- HRA – Housing Resident Assistants
- URA – Undergraduate Research Assistants
- RS – Reserve Lines (position describes what each of these are for)

Employee Name – The name of the employee in the position if it is currently filled. Will be blank if vacant.

Job Title – The job title of the position.

Department – The Department assigned to the position.

Fund, DA1, DA2, FUNC – The costing information for the position.

Annual Salary – The annual salary costed to this BP for the employee in the position.

Projected Budget – The projected budget to be rolled before adjustments are made.

Adjustment – This column is **data-enterable**, and you will enter any permanent changes to a position's budget on the appropriate line.

FY26 Budget – The sum of the Projected Budget plus any Adjustments. This will be loaded as your FY26 Budget.

Notes – This column is **data-enterable**. Enter a comment for every adjustment made.