NDSU | BUDGET OFFICE
DIVISION OF FINANCE AND ADMINISTRATION

NDSU Local Fund Annual Budgeting Guidelines

(Please refer to the NDSU Annual Budget Timeline for specific dates and deadlines)

Per North Dakota University System guidelines, ALL LOCAL funds are required to have budgets; agency funds (80000 to 85999) are the only exception. Current fiscal year budget and actual expenditure information, as of a given date, is in the database to help you determine the amounts to budget for the next fiscal year.

Although the Annual Budget Timeline indicates a local entry cut-off date, your particular timeline may be different based upon your Dean/Dept Head or respective division Vice President and/or Provost guidelines. Be certain to obtain any necessary reviews and approvals required for your division.

Budget for Each Fund:

1. **Revenue:** Budget all new revenues. If no new revenue is expected, enter a revenue budget of zero, and add narrative in the comment box, which should include how budgeted expenditures (if any) will be covered (for example, you might expect no new revenue but plan to have cash left at the end of the current fiscal year to be spent in the next fiscal year).
2. **Expenses:** Enter budget for fringe, operating, and capital equipment as appropriate. All salary budgets should come from the salary exercise; you may enter salary amounts into the database, but they will not be used to set up budgets. If no expenses are budgeted in a given fund, please enter a budget of zero and add narrative in the comment box.
3. **Transfers In & Out:** Budget all expected transfers in and out; keep in mind that every transfer-in should have a corresponding transfer-out in a different fund, and vice versa. If only one side of the transfer is in your department/division, please coordinate with personnel in the related department/division so that both sides of the transfer will be appropriately budgeted. Add narrative describing the transfer into the comments box, including the fund number the transfer is coming from or going to.
4. **Comments:** Please add any comments that will clarify what is (or is not) being budgeted. These comments assist us during our review, and help us to confirm that both sides of transfers have been considered, and that funds with zero or no budget have not simply been overlooked.
5. **Verify Entry:** Use the 'Revenue and Expense Budget Reports' function to review and verify your data entry prior to the cutoff.

Closing Existing Funds: If you come across funds that you no longer need and would like closed out for the next fiscal year, please work with Accounting to reconcile any remaining cash and to close the fund. This should all be noted in the comments sections of the budgeting module so that Budget personnel are aware of why no revenue or expenses are being budgeted for the next fiscal year.

New or Missing Funds: If you find you will have a need for a new local fund in the next fiscal year, please submit a 'New Fund Request' form to Accounting. Upon receiving the new fund number from Accounting, Budget personnel will set the new fund up in the Access Database to make it available for budgeting. If you find that an existing fund is missing from the Access Database, please email the Budget Office.

Please contact the Budget Office if changes to local fund budgets need to be made after the local fund entry deadline. See the NDSU Annual Budget Timeline on the Budget Office web page.

Contact the Budget Office with questions at ndsu.budget@ndsu.edu

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