



The University of Georgia

Office of the Senior Vice President
for Finance and Administration

DATE: February 24, 2009

TO: Vice Presidents, Deans and Directors

FROM: Tim Burgess *TB*
Senior Vice President for Finance and Administration

SUBJECT: **Budget Transactions for Remainder of FY2009**
(General, Departmental Services, Indirect Cost Recoveries, Student
Technology Fee, and Continuing Education Operations)

As we approach the end of another fiscal year, it is necessary to project expenditures for the remaining months of fiscal year 2009. Budget amendments should be processed no later than March 13, 2009, to reflect the total projected budget for the current fiscal year. The University's amended budget must be submitted for Board of Regents approval by April 1. Savings from vacant positions and unused lump sum positions should be rebudgeted in the appropriate non-personal services category by the March 13th deadline. This deadline does not pertain to routine personnel transactions that do not involve object transfers from personal services to non-personal services or vice versa.

For FY 2009, each school, college, and unit will be allowed to process transfers up to a predetermined amount past the March 13th deadline for emergency and/or unplanned items. These predetermined transfer amounts are included with this memorandum. Transfers past the deadline will be monitored by the Budget Office and no school, college, or unit will be allowed to exceed the predetermined allowance for transfers. It is important to remember that this new procedure should not take the place of careful planning by the unit for projected needs in the fourth quarter of FY 2009.

Each school, college, and unit will need to project total estimated revenue amounts for departmental sales and services accounts. Budget amendments should be submitted to reflect the total projected amount for the current fiscal year. Budget amendments for the current fiscal year are due to the University Budget Office by March 13th, 2009.

If you have any questions or need further information regarding these instructions, please contact the University Budget Office at 542-2802.

cc: President Michael F. Adams
Provost Arnett C. Mace
SR Vice President Tom Landrum