ALL FUNDS BUDGET WORKSHEET INSTRUCTION GUIDE

The All Funds Budget (AFB) worksheet is designed for the reporting of all university funds for the 2012-13 budget year with the exception of our state appropriated dollars (Funds 101-122, 221, and 222). The state dollars will be reported within the Budget Prep System. The collection of this data will be presented to the University of Florida Board of Trustees (UBOT) and the State University System Board of Governors (BOG) for their approval at their board meetings held in September.

In order to meet the reporting requirements of the State of Florida and the BOG, this information must be submitted at the 4-digit department, fund, program, and abbreviated source of fund levels. Therefore, we have designed the template for your reporting at that level. You also have access to the AFB cube within Enterprise Reporting that presents the 2011-12 budget you submitted last year. A cube is available to view the AFB and Actuals which should assist you in completing the worksheet for 2012-13. A PowerPoint is provided to assist with the download of your information.

The attached worksheet includes the following columns (please do not add or delete columns):

1) DeptID (level-4) – this will be each of your unit’s DeptIDs at the 4-digit level. For example, DeptIDs of 29050100, 29050200, 29050201 would all be reported within DeptID 29050000.
2) Fund Code – this will be all funds that have to be reported and approved by the UBOT and the BOG.
3) Program Code – the purpose of the activity [Instruction (1100), Univ Support (6100)].
4) Source of Funds – this information is not at the detailed level but at a hybrid level. This data should be reported as follows:
   a. Blank
   b. Self-Insurance Trust Funds
      i. A-HEIC
      ii. A-UFSIP
   c. Federal – all Federal grant funding agencies
   d. Faculty Practice – all faculty practice plan funds will be reported individually by area and are part of a drop down list
      i. HSC-FAI
      ii. HSCFCPA
iii. HSCFHPA  
iv. HSC-HSI  
v. HSCJXEP  
vi. HSCJXFC  
vii. HSCJXHC  
viii. HSCJXPH  
ix. HSCNFPA  
x. HSCPFPA  
xii. HSCVMFA  

e. Other – all other grant funding agencies  
f. State – all State of Florida grant funding agencies  
g. UF Foundation – all UF Foundation funds transferred into UFLOR  

Drop down lists of valid data are available for the first four columns. To view a description for these values, a separate worksheet is included.  

5) Beginning Balance – the balance that you expect to have available on July 1, 2012. For a cost center with a positive beginning balance, please enter a “negative” number and enter whole numbers only. The opposite will occur for a cost center with a deficit.  

In each of the following columns, a comment includes a list of the corresponding account codes mapped to the revenue or expenditure categories.  

An example
We have also included a separate worksheet with all of the corresponding account codes.

6) Operating Revenues (these should be entered as a “negative” value)
   a. Concessions
   b. Donations/Contributions Given to the State
   c. Fees
   d. Interest
   e. Miscellaneous Receipts
   f. Other Grants and Donations
   g. Penalties
   h. Rent
   i. Royalties
   j. Sales of Goods/Services Outside of State Government

7) Non-Operating Revenue (these should be entered as a “negative” value)
   a. Donations/Contributions Given to the State
   b. Expenses (transfers of property)
   c. Insurance Recoveries – Other
d. Other Grants and Donations  
e. Other Non-Operating Receipts  
f. Refunds  
g. Sale of Bonds/Revenue Certificates  
h. Sale of Surplus Property  
i. State Grants  
j. Transfers  
k. US Grants  

8) Operating Expenditures (these should be entered as a “positive” value)  
   a. Salaries and Benefits  
   b. Other Personal Services  
   c. Expenses  
   d. Operating Capital Outlay (Equipment)  
   e. Library Resources  
   f. Financial Aid  

9) Non-Operating Expenditures (these should be entered as a “positive” value)  
   a. Debt Service  
   b. Transfers  
   c. Support Unit Overhead Charge

For Funds 201 and 209, the budget year revenue should equal you total expenditures. Once you have input all of your data, please review “Remaining Balances”. Remember a credit, indicates a “positive fund cash balance”. If the remaining balance is a debit, please explain.