

Executive Level Process – Fund Balances (Step 6)

Create the Gift & Endowment Fund Balance

The Executive Level Administrator must also provide an estimate of their Fund Balance. To do so, Form 9. Unit – Enter Gift & Endowment Fund Balance has been created with 2 steps. In the first step, the Executive Level Administrator will enter any Revenues and Expenses to get to a Year End Balance for the current fiscal year. Step 2 will then start with the Year End Balance and add in the estimates provided from Ron Kosary, which will be loaded into the Delphi System by IT. The Executive Level Administrator will be able to make any additional entries to estimate the Gift & Endowment Fund Balance for the Budget Year.

About the Gift and Endowment Form

The form has 4 tabs to allow you to create 2 versions of the Gift and Endowment portions of the Budget for Prior and Current Year. Each form contains the Endowment Account 6's down the left side, column headers across the top and an area for data. The areas in gray cannot be changed. They are for viewing purposes only. The white areas are where you may enter data.

On the form named Step 1 - 9. Unit – Gift & Endowment Fund Balance Input, there are 4 columns: Fiscal Year to Date (YTD) Balance, Additional Gift Revenue, 2000 Budget for Non-Personnel Costs and FY13 Projected YE Balance. The Fiscal YTD Balance is provided for you and is read only. You may make entries for Additional Gift Revenue and 2000 budgeted Pool for Non-Personnel Costs, which are then used to re-calculate the current year end (FY13) balance in the last column.

On the form named Step 2 - 1st Draft Budget Year Fund Balance, there are also 4 columns: FY13 Projected YE Balance, Projected Endowment Payout, Additional Gift Revenue, FY14 Spending and FY14 Projected YE Balance. FY13 YE Balance is carried over from the other form to start the calculation for the next year. The Projected Endowment Payout will be provided for you, however we do not have numbers at this time. You can enter any Additional Gift Revenue for the next yr and the form will calculate the last 2 columns for you, providing a Project Year End Balance for the next year, FY14.

Note: Revenue entered should ALWAYS be entered as a NEGATIVE (-) number.



Demo: Enter Gifts and Endowments

Exercise: Enter Gifts and Endowments

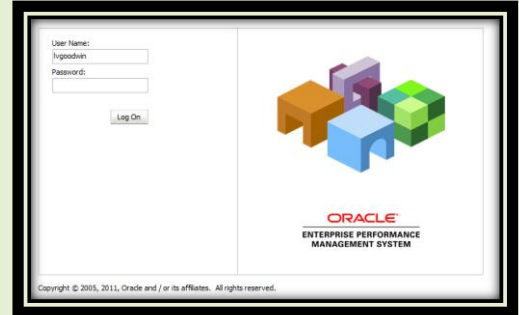
What to do

What you will see

1

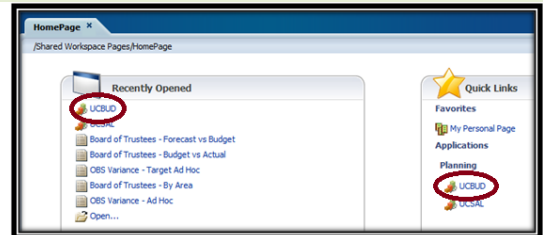
Login to Delphi Planning:

- At the designated website, Click on the User Name text box and enter your cnet id.
- Click in the Password text box and enter your cnet password.
- Click the Log On button.



2

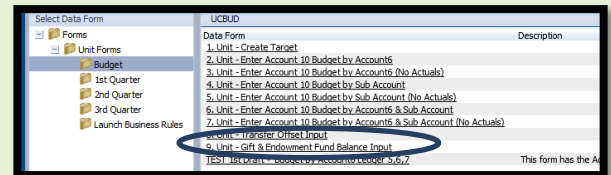
Click the UCBUD link on the Home Page under the Recently Opened or Quick Links section.



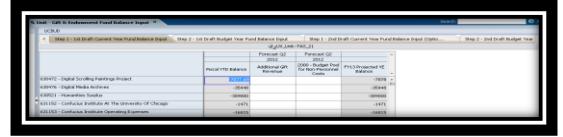
3

Open the Budget Form – 9. Unit – Gift & Endowment Fund Balance Input

- From the View Pane on the left side of the screen, Double Click to expand the Forms folder
- Double Click to expand the Unit Forms folder
- Click on the Budget folder
- From the Content Pane on the right side of the screen, Click the link to open the form named *9. Unit – Gift and Endowment Fund Balance Input*



4 Click on the tab for 1st Draft Current Year Fund Balance Input



5 For the first Acct6 listed, enter -10000 in the Additional Gift Revenue column and 5000 in the 2000 Budget Pool for Non-Personnel Costs column and click Save

	Fiscal YTD Balance	Forecast Q2		FY13 Projected YE Balance
		2012	2012	
		Additional Gift Revenue	2000 - Budget Pool for Non-Personnel Costs	
00472 - Digital Scrolling Postings Project	(7,878)	(10,000)	5,000	(12,878)
00476 - Digital Media Archives	(35,448)			(35,448)

6 Click on the Step 2 - 1st Draft Budget Year Fund Balance Input tab and for the first Acct6 listed, enter -10000 in the Additional Gift Revenue column and click Save

	FY13 Projected YE Balance	Projected Endowment Payout	Budget 2013		FY14 Projected YE Balance
			Additional Gift Revenue	FY14 Spending	
00472 - Digital Scrolling Postings Project	(12,878)		(10,000)		(22,878)
00476 - Digital Media Archives	(35,448)				(35,448)