

JAMES MADISON UNIVERSITY
FRONT END BUDGETED STUDENT ORGANIZATIONS
2007-2008 BUDGET DEVELOPMENT

INSTRUCTIONS:

1. Complete the appropriate worksheet for **each** budgeted account code. Your packet includes a miscellaneous worksheet which may be adapted for account codes not covered. I would suggest you use the Misc. worksheet as a template.
2. Each worksheet contains formulas that represent budget calculations. Shaded areas indicate formulas.
3. Complete the organization name and number in the light green cells on the "cover sheet" page and they will "self copy" into each individual worksheet.
4. Current travel guidelines may be found in JMU Webpage, go to <http://www.jmu.edu/finprocedures/>, click " Table of Contents", and scroll down to "M&IE Rate Tables, which is in section 4000.
5. Expenses identified on programs - summary worksheet (#18) will need to be carried over to the appropriate detail worksheet. Indicate the program name as the description.
6. Totals from worksheets # 1 - 16 will automatically carry forward to the budget summary worksheet. Additional worksheets will need to be either manually entered or formulas developed to record on the budget summary worksheet. Note: For revenues you can use either worksheet 15 or 16
7. Verify worksheet totals on budget summary worksheet.
8. Enter your fiscal year 2005 budget allocation on the summary worksheet.
9. Print worksheets for those expense/recovery accounts you are using by selecting File, Print, Active Sheet (s), preview, and Print.
10. Submit your budget saved on a disk, hard copy (all printed sheets with data), and your organizational mission statement.
11. Budget package must be turned in no later than **4:30 PM, March 12, 2007 (Monday)** at the University Unions departmental offices at Taylor 205B, to the attention of Paula Lam.
12. The SGA Finance Committee will hold individual budget hearings on Friday, March 16, 2006 - Sunday, March 18, 2006.
13. Call or e-mail if you have any questions! X87968, LAMPE@JMU.EDU.