

HOW TO PREPARE THE MAINTENANCE AND IRREGULAR PAYROLL
REPORT FORMS FOR THE ANNUAL BUDGET CONFERENCES

1. Maintenance Fund Report

Under "Resources", list all departmental maintenance income, whether derived from budget allotments, student laboratory fees, commercial receipts, departmental transfer checks, or other sources. Some items may be estimates, as in the case of laboratory fees. The column for 1945-'46 should be filled out completely.

Under "Expenditures", show actual expenditures for last year, estimates for the current year, and recommendations for next year, following the classification used in your departmental records. The headings on the report form are merely suggestive, and you may want to add to the list. Large departments may find it desirable to give a more detailed breakdown. The figures on the "Payroll" line will be carried forward from item 3b of the Irregular Payroll Report.

2. Irregular Payroll Report

Under "Budget Allowance", list only the salary items allotted to your department for use on the irregular payroll. Do not list fee income or maintenance funds used for payroll purposes. Be sure to give your requests for 1945-'46.

Under "Expenditures", classify for each year all irregular payrolls, regardless of what fund or allowance they are paid from. Include irregular payrolls charged against salary budget allowances, fee income, maintenance funds, or other income.

Under "How Paid", show (a) how much of each year's expenditure is paid from the budget allowances listed at the top of the sheet, and (b) how much is paid from the departmental maintenance account (which includes income from fees and other sources as well as the regular maintenance allotment). Carry item "2" forward to the line marked "2. Payroll" on the Maintenance Fund Report.

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The necessary forms for your departmental reports are attached. Three copies are sent for each fund, one for use as a work sheet and two for presentation at the budget conference. Additional copies of both forms may be secured at the Chancellor's Office or will be sent on request.

If you have any questions about preparation of the reports, please feel free to call me.

RAYMOND NICHOLS,

Secretary of the Budget Committee