Memo

To: CPM List Serve
From: Aldo DiMarcantonio, Comptroller
Cc: Trudy Pound-Curtis, AVP Finance and CFO
Date: Friday, February 10, 2012
Subject: Budget and Forecast Information

New eReports Budget Module

A new budget module has been developed for eReports and it will be released on February 13, 2012. This new module will be used to prepare and load the 2012-2013 Budget.

This new process was developed after consultation with the community and is designed to make budget preparation and loading a more efficient process. The process was developed around Excel and incorporates all of Excel’s functionality, including copy and paste features. The process also allows for the efficient uploading of multiple budgets into eReports through a mass upload feature.

The Office of Budgets and Planning will deliver training sessions to the general community. In order to register for a session, please visit the following link:

http://finance.apps01.yorku.ca/machform/view.php?id=6

To ensure space availability, we are asking participants to select three (3) possible dates/times that they are available to attend a session. We will confirm the exact date/time of your session via email. Questions with respect to registration may be directed to Mary Stearns through email to mstearns@yorku.ca.

Forecast Deadline

The 2011-2012 Financial Forecast submission due date is February 17, 2012.

The Financial Forecast is required for all active cost centres in Funds 100, 200, and 300. The Financial Forecast submission may be prepared at a rollup level at a Faculty or Department level.


If you have any questions, please call Natacha Sam, Financial Reporting at ext. 40583 or email at natsam@yorku.ca.
Budget Deadline

The 2012-2013 budget submission due date is April 30, 2012

The University's preliminary planning assumption with respect to a budget cut for 2012-2013 is 3.50%. This is the figure that is embedded in the budget module and should be used to prepare the budget for 2012-2013.

A Budget submission is required for all active cost centres in Funds 100, 200, and 300. Budget submissions are required for each active centre and cannot be submitted on a rollup basis.

The Office of Budgets and Planning has offered a series of Budget 101 workshops to the community, which began in January and will run through to March. This course provides basic instruction on preparing a budget within the York University context and covers the following introductory topics:

- A description of York University's Budgeting Process
- Key Timelines
- Explanation of Central Allocations
- Explanation of University Chart of Accounts
- Role of the Cost Centre Manager

The final workshop in this series is scheduled for March 6th from 9:00 -11:00 am. Please contact Susan Claridge to register for this course at clarids@yorku.ca.

An updated Budget Manual will also be posted on the Finance website by Friday, February 17th at http://www.yorku.ca/finance/documents.htm

Benefit Rates

There is no change to benefit rates for fiscal 2012-2013. The information on benefit rates is on the Finance website and can be found here: