1. **Budget Hearings will occur in February.**
   - Provides forum to address shortfalls in current budget.
   - Provides forum to present funding needs for new or existing initiatives.
   - Budget Targets will be set prior to opening Budget Prep.

2. **Fringe benefits for salaries paid on 16A199, 16A201, 16A262 and 16A427 will be centrally funded.**
   - The fringe budget on these four funds will be moved to a central pool.
   - A monthly entry to move budget from the central pool to the departmental FOP will be made to cover the fringe expense in FY 2015.

3. **Departments will be allowed to budget an amount less than the current incumbents on pooled positions.**
   - Budget policy has previously specified that pooled positions must be budgeted at an amount equal to or greater than the current incumbents.
   - With departmental justification added to the position comments in Salary Planner, departments may budget the position based on an annual estimate as the current incumbents may not properly reflect the true estimated cost.
   - Budget staff will review the justification in conjunction with historical activity when reviewing budgets.

4. **Rate sheets for service centers will be required to be submitted to FST in final form on or before your department’s budget hearing date.**
   - The 2015 budget should properly reflect the estimated costs provided on the rate sheets.
   - Service Center budgets with no corresponding rate sheet will be removed from Budget Development.

5. **Careful planning needs to be done on reallocation of lapsed salary.**
   - This is temporary funding and may impact budget availability for that position if used for a permanent purpose.
   - A separate request must be made if funding is needed for a permanent purpose.

6. **Each division will be assigned a budget analyst during the 2015 Budget Prep cycle.**
   - The analysts will be working edits by college rather than fund so the College level business manager will only receive emails from one individual.
   - The purpose is to streamline the communications so departments are not receiving multiple emails from multiple individuals.
   - Budget Analysts will be monitoring edits during the entire process (pre-prep, department phase and review phase) rather than waiting for review phase to notify departments of potential issues.
   - Listing may be viewed at the following link: http://www.depts.ttu.edu/budget/budgetPrep/budgetPrep.php