

DATE: June 29, 2010
TO: All Department/Program Budget Managers
FROM: Dennis Swank
Assoc. Vice President of Finance (dswank@bucknell.edu)
SUBJECT: Approved 2010-11 Operating and Capital Budgets

Attached please find reports reflecting your approved operating and capital budgets for 2010-11. The report titled **Approved 2010-11 Operating Budgets** reflects the operating budget amounts approved for 2010-11 as a result of the Trustee endorsement received at the Spring 2010 Board Meeting. For comparison purposes, this report also includes the approved operating budget and total expenditures for 2008-09, and approved operating budget for 2009-10 along with year-to-date expenditures through May 31, 2010. The report titled **Approved 2010-11 Capital Budgets <and> Open Prior Year Capital Budgets** reflects capital budget amounts approved for 2010-11, and information regarding capital budget items approved in prior years that still remain open at this time.

The capital account codes are a bit different again this year to assist in tracking capital purchases. If you have any questions, please contact Nicole Persun at 7-1500 or nlp003@bucknell.edu.

If you have any other questions concerning these budgets please contact the Finance Office (Lori Wilson at 7-3334 or lwilson@bucknell.edu).

You are authorized to expend funds against the operating and capital budgets after July 1, 2010. A budget, while only a plan, does provide the basis for control of the expenditure of University funds. Your budget is intended to support the specific activities of your department or program and may not be expended for or contributed to other University activities or events. Likewise, funds are not to be expended for "personal" items or activities such as entertaining department members or purchasing gifts for department members.

You are encouraged to make prudent use of the institutional resources allocated to your department or program. Departments or offices that over-expend the budget will be required to account for such overruns at year-end. If unanticipated circumstances arise and you believe you need an adjustment in your office or department budget, a request must be submitted to the appropriate Dean or Vice President.

IMPORTANT NOTE

**PLEASE DISTRIBUTE A COPY OF THIS MEMO TO ALL STAFF MEMBERS
RECEIVING APPROVED BUDGET STATEMENTS**