ORGANIZATION BUDGET NARRATIVE

**Board of Trustees Budget Information**

**Fiscal Year 2019-20**

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| --- | --- |
| Organization Name: | Your Name: |
| Organization Code: | Work Telephone Number: | E-Mail: |

**Instructions:**

Please complete the questions below. If you are responsible for more than one organization, please complete this document for each organization separately. Please send this document as an e-mail attachment or via campus mail, to Rose Wright (rose.wright@cornell.edu) at the University Budget Office. The preliminary deadline for completed financial budgets is **March 29, 2019** and the narrative report is due by **April 05, 2019.**

Please briefly answer the following questions regarding your budget. Your answers will provide context for your budget numbers, and help the University Budget Office staff develop narrative for the Trustee’s Budget report.

1. *Please provide us with any material or significant updates to the FY18-19 forecast you provided to the Budget Office on February 1st.*
2. *If any category of your FY20 budgeted revenues and expenses has significantly increased or decreased, compared to the FY19 Trustee Budget Planning, please describe the change by category:*
3. *If your budgeted inter-unit transfers are significantly out-of-balance for reasons other than transfers from the Provost, Outside your College/Unit, please explain the major reason(s) and note other college(s)/unit(s) involved:*
4. *Describe any major anticipated program changes (if applicable) in your department/organization for the next fiscal year.*
5. *If you have operating deficits in any fund group, please describe how you plan to fund the deficit within each specific fund group:*
6. *Based on your Five-Year Capital Planning, please identify sources of funding for the FY20 planned out to Capital from Operating. Capital Planning information will be shared by College/Unit by Monday, March 18th.*